

AGENDA



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|---|
| For a meeting of the |
| COUNCIL |
| to be held on |
| THURSDAY, 21 JANUARY 2010 |
| at |
| 2.00 PM |
| in the |
| COUNCIL CHAMBER, COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM |
| Beverly Agass, 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 OF THE ORDINARY MEETING HELD ON 29 OCTOBER 2009
(Enclosure)

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

6. ALLIGNING SKILLS AND RESOURCES TO DELIVER PRIORITIES
The Council to receive a presentation from the Chief Executive on aligning skills and resources to deliver priorities – the “Next Steps” approach.

7. SOUTH KESTEVEN DISTRICT COUNCIL HOUSING STRATEGY
Report number CHSC021 by the Housing Portfolio Holder. (Enclosure)



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8. CIVILIAN PARKING ENFORCEMENT

Report number AFM132 by the Economic Development Portfolio Holder.
(Enclosure)

9. CORE STRATEGY DEVELOPMENT PLAN DOCUMENT - AMENDMENT TO AFFORDABLE HOUSING POLICY (H3)

Report number PLA804 by the Economic Development Portfolio Holder.
(Enclosure)

10. REVIEW OF POLLING PLACES

Report number DEM038 by the Chief Executive. (Enclosure)

11. RECOMMENDATIONS FROM THE CONSTITUTION COMMITTEE

The Chairman of the Constitution Committee to submit the recommendations of the committee from its meeting held on 11 January 2010.
Report by the Monitoring Officer. (To follow)

12. DRAFT PROGRAMME OF COUNCIL, COMMITTEE, AND OTHER MEETING DATES 2010-2011 FOR CONSULTATION

Report number DEM037 by the Democracy Service Manager.
(Enclosure)

13. LEADER'S REPORT ON AN URGENT NON KEY DECISION

In accordance with Access to Information Procedure Rule 17.3, the Leader to submit report number CAB014 on a non key decision taken under special urgency provisions.
(Enclosure)

14. 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.

**15. NOTICE OF MOTION GIVEN UNDER COUNCIL PROCEDURE RULE 12
From Councillor Harvey:**

"This Council acknowledges the significant parking problems in each of our major towns. The lack of an up to date car parking strategy to reflect the needs of all the main user groups, exacerbated by insufficient parking enforcement results in illegal and inconsiderate parking which has a direct impact on tourism, trade and the desirability of our towns as destinations of choice.

This Council resolves to design and implement a car parking strategy that will meet the needs of all users (shoppers, tourists, workers and residents) and that will encompass civilian parking enforcement in an acceptable form, working in conjunction with all the other key stakeholders including Lincolnshire County Council and using the knowledge and expertise available through the District Councillors associated with each town."

.....

PLEASE NOTE: The deadline for submitting Notices of Motion to the next Council meeting on Monday 1 March 2010 will be 2pm on Tuesday 16 February 2010.

MINUTES

COUNCIL
THURSDAY, 29 OCTOBER 2009
2.00 PM



PRESENT

Councillor Bob Adams Chairman

Councillor Ray Auger
Councillor Harrish Bisnauthsing
Councillor Pam Bosworth
Councillor Christine Brough
Councillor Robert Broughton
Councillor Paul Carpenter
Councillor Mrs Frances Cartwright
Councillor George Chivers
Councillor Michael Cook
Councillor Nick Craft
Councillor Alan Davidson
Councillor John Dawson
Councillor Mike Exton
Councillor Stuart Farrar
Councillor John Harvey
Councillor Robert Hearmon
Councillor Bryan Helyar
Councillor Trevor Holmes
Councillor Reginald Howard
Councillor Mrs Maureen Jalili
Councillor Mrs Rosemary Kaberry-Brown
Councillor Jock Kerr
Councillor Albert Victor Kerr
Councillor Reg Lovelock MBE.

Councillor Peter Martin-Mayhew
Councillor Stuart McBride
Councillor Andrew Moore
Councillor Mrs. Linda Neal
Councillor John Nicholson
Councillor Alan Parkin
Councillor Mrs Margery Radley
Councillor Bob Russell
Councillor Susan Sandall
Councillor Bob Sandall
Councillor Trevor Scott
Councillor John Smith
Councillor Mrs Judy Smith
Councillor Mrs Maureen Spencer-Gregson O.B.E.
Councillor Peter Stephens
Councillor Ian Stokes
Councillor Mike Taylor
Councillor Jeff Thompson
Councillor Frank Turner
Councillor Tom Webster
Councillor Graham Wheat
Councillor Avril Williams
Councillor Mike Williams
Councillor Raymond Wootten

OFFICERS

Chief Executive (Beverly Agass)
Interim Strategic Director (Tracey Blackwell)
Corporate Head Finance & Customer Services (Richard Wyles)
Legal Services Manager (Lucy Youles)
Democracy Service Manager (Lena Shuttlewood)
Scrutiny Support Officer (David Lambley)



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50. PUBLIC OPEN FORUM

Question – from Mr A J Burns to the Leader, Councillor Mrs Neal:

Is the Council Leader happy with the result of the Poplar Farm vote by the Development Control Committee?

Reply from Councillor Mrs Neal:

Thank you Mr Burns for the question. My response is that I am neither happy nor unhappy about the decision taken by the Development Control Committee to grant outline planning permission subject to finalisation of a section 106 agreement on the site known as Poplar Farm.

Mr Burns' supplementary question:

That's fine. So there is no question of altering the format of future meetings where a big decision like that is taken by all the Councillors, not just a handful?

Reply from Councillor Mrs Neal:

I think my response to that would be that it isn't appropriate for the whole Council to actually take a vote on planning applications. It is the responsibility of the Development Control Committee and the Development Control Committee alone to take it on behalf of the whole of the Council.

51. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss Channell, Mrs Gaffigan, Higgs, Jalili, Joynson, Selby, Andrea Webster and Wood.

52. DECLARATIONS OF INTEREST

The following Councillors declared a personal interest relating to item 6 on the agenda, the Concessionary Travel Scheme, and item 7, the Members Independent Remuneration Panel:

| | |
|----------------|---------------|
| Adams | Martin-Mayhew |
| Auger | McBride |
| Bisnauthsing | Moore |
| Mrs Bosworth | Nicholson |
| Broughton | Parkin |
| Carpenter | Mrs Radley |
| Mrs Cartwright | Russell |
| Chivers | Bob Sandall |
| Cook | Susan Sandall |

| | |
|-------------------|---------------------|
| Craft | Scott |
| Davidson | Smith |
| Dawson | Mrs Smith |
| Exton | Mrs Spencer-Gregson |
| Hearmon | Stokes |
| Holmes | Taylor |
| Howard | Thompson |
| Mrs Jalili | Turner |
| Mrs Kaberry-Brown | Wheat |
| Jock Kerr | Avril Williams |
| Vic Kerr | Mike Williams |
| Lovelock | |

The following Councillors declared a personal interest relating to item 7 only, the Members Independent Remuneration Panel:

| | |
|--------|----------|
| Brough | Mrs Neal |
| Farrar | Stephens |
| Harvey | Webster |
| Helyar | Woottten |

53. MINUTES

The minutes of the meeting held on 3 September 2009 were confirmed as a correct record of the meeting.

54. COMMUNICATIONS (INCLUDING CHAIRMAN'S ENGAGEMENTS)

Circulated with the agenda was a list of the Chairman's engagements for the period 3 September to 29 October 2009. These were noted.

The Democracy Service Manager informed Members of the political "speed dating" event that had been held as part of Local Democracy Week on 13 October 2009. Councillors had met with young people from Grantham, who had judged the Councillors on their approachability, ability to listen and answers to a number of questions. Councillor Mrs Radley won the vote. The event had been very successful and the Council would like to hold similar events elsewhere. Harriet Moreton, who attended the event, said they had learned about the Councillors and their role, and more about Grantham itself. The young people had been pleased with the event, describing it as good fun, the Councillors as very approachable, and had all been happy to attend. It was hoped that similar events could be run in the future.

A number of Members commented that they had also learned something from the event and that it had been enjoyable. Members noted their disappointment that the event had not been reported in the local press.

55. CONCESSIONARY TRAVEL SCHEME - UPDATE AND REVIEW OF SCHEME

DECISION:

To approve the extension of the concessionary travel scheme from the statutory scheme (9:30am – 11pm Monday to Friday and all day weekends and bank holidays) to the extended scheme of all day travel with effect from 1 April 2010.

Report number CHFCS71 was introduced by the Access and Engagement Portfolio Holder. The recommendation was moved and duly seconded.

A debate took place and a number of issues were raised by Members. Members took the view that the Council had made a prudent decision to adopt the statutory scheme initially, as the costs of the scheme were unknown at the time. It was noted that when the decision had been taken the Council had pledged to review the option of a 24 hour scheme when further information regarding costs had become available. Data had now been obtained from other authorities in Lincolnshire and costs were not expected to increase significantly.

Members raised the issue of rural communities having little access to public transport and it was suggested that the funding for extending the concessionary travel scheme would be better spent subsidising rural bus services. Members expressed the view that whilst there was sympathy with the lack of rural services, the opportunity to extend the concessionary travel scheme should be taken.

On being put to the vote the motion was duly carried.

56. MEMBERS' INDEPENDENT REMUNERATION PANEL

DECISION:

That the Council agrees to refer to South Holland District Council Members' Independent Remuneration Panel for independent advice on the review of South Kesteven District Council's Member Allowance Scheme for 2011/12.

Report number DEM034 was introduced by the Access and Engagement Portfolio Holder. It was noted that the recommendation had been clarified to remove the words "in principle" and that the Members Allowance Scheme itself it should have stated "Opposition Leader" rather than just "Opposition". The recommendation was then moved and duly seconded.

It was confirmed that Members were not being asked to consider remuneration at this point, but whether to approve to take advice from an Independent

Remuneration Panel. Members would have the opportunity to make representations to the Independent Remuneration Panel and that Members would not be obliged to accept its recommendations.

On being put to the vote the motion was duly carried.

57. REPRESENTATIVES ON OUTSIDE BODIES

DECISION:

- 1. To agree to appoint two Members to represent the Council on Lincolnshire Tourism.**
- 2. To appoint Councillors Adams and Bob Sandall to represent the Council on Lincolnshire Tourism.**
- 3. To appoint Councillor Stokes to represent the Council on the Upper Witham Internal Drainage Board.**

Report number DEM033 was introduced by the Access and Engagement Portfolio Holder. It was moved and duly seconded that the Council agree to appoint two representatives on Lincolnshire Tourism. On being put to the vote, the motion was carried.

Councillors Adams, Mrs Kaberry-Brown, Thomson and Bisnauthsing were nominated and seconded to represent the Council on Lincolnshire Tourism. Councillor Thompson then withdrew his nomination as he believed that a Member from Stamford should be the representative due to Stamford being the main tourist draw within the district, and that he would not be available to attend all the meetings. Councillor Bob Sandall was then nominated and seconded. On being put to the vote, Councillors Adams and Mrs Kaberry-Brown were elected to represent the Council. Councillor Mrs Kaberry-Brown then withdrew her nomination, taking account of the comments regarding Stamford and the necessary time commitment for the role. Councillor Bob Sandall, having received the next highest number of votes, was therefore elected alongside Councillor Adams.

Councillors Stokes and Kerr were nominated and seconded to represent the Council on the Upper Witham Internal Drainage Board. On being put to the vote Councillor Stokes was elected as the Council's representative.

58. RECOMMENDATIONS FROM THE CONSTITUTION COMMITTEE: 12 OCTOBER 2009

DECISION:

- 1. That the following amendment be made to Part 3 of the Constitution under Delegated Authority at page 99:**

Corporate Head Healthy Environment

7a. That the Corporate Head of Healthy Environment in consultation with Legal Services and the Licensing Committee Chairman (or Vice-chairman in his/her absence) be authorised to immediately suspend or revoke a hackney carriage or private hire drivers' license if "the interests of public safety require the suspension or revocation of the licence to have immediate effect" as detailed in Section 52 of the Road Safety Act 2006.

- 2. That the following amendment be made to Part 4 of the Constitution under the Council Procedure Rules at page 123:**

Substitution

4 (iii) after the Group Leader has notified the Democracy Service Manager or any other person so authorised by the Democracy Service Manager prior to the commencement of the meeting of an appropriate intended substitution.

- 3. That the following amendment be made to Part 3 of the Constitution under Delegated Authority at page 92:**

Corporate Head Finance and Customer Services (Chief Finance Officer) (Section 151 Officer)

26. To exercise the powers of the Council to prosecute as contained in the Social Security Administration Act 1992 (as amended) and any subsequent legislation relating to Housing and Council Tax Benefit Fraud and any other fraud which local authorities are permitted to prosecute in accordance with current legislation in consultation with Legal Services.

- 4. That the delegated authority to Portfolio Holders at pages 76 - 78 be amended to clarify as follows:**

- Corporate Governance to be taken out of the Resources and Assets Portfolio and placed within the Portfolio for Corporate Governance and Housing.**
- The Carbon Management Plan to be added to the Healthy Environment Portfolio.**
- The Annual Report to be added to the Leaders Portfolio**

The Chairman of the Constitution Committee introduced report number LEG056 and moved the recommendations made by the Constitution Committee at its

meeting of 12 October 2009, which was duly seconded.

A number of Members were of the opinion that the Constitution had become large and unwieldy, was constantly changing and that it ought to be rewritten. It was noted that Members had the opportunity to contribute to alterations to the Constitution at the meetings of the Constitution Committee.

On being put to the vote the motion was duly carried.

59. QUESTIONS ON NOTICE

There were no questions on notice.

60. CLOSE OF MEETING

Members thanks Harriet Moreton for attending the meeting and giving her thoughts on the Local Democracy Week “speed dating” event.

The meeting closed at 3:25pm.

CHAIRMAN'S CIVIC EVENTS
29TH OCTOBER 2009 TO 21ST JANUARY 2010

| Date | Ref | Organisation/Host | Event |
|-------------|------------|---|---|
| 1.11.09 | BA27A | Royal British Legion Opening of the Garden of Remembrance | St. Peter's Hill Green, Grantham |
| 6.11.09 | BA30 | Official Opening of Apple Tree Close Nottingham Community Hsg. Assoc | Apple Tree Close, Colsterworth. NG33 5NX. |
| 8.11.09 | BA27 | Royal British Legion Remembrance Sunday | St. Wulframs Church Swinegate, Grantham |
| 10.11.09 | BA29 | RAF Cranwell Civic Day 2009 | RAF Cranwell |
| 11.11.09 | BA27B | Royal British Legion Closing of Garden of Remembrance | St. Peter's Hill Green. |
| 14.11.09 | BA5 | Grantham Choral Society & RAF College Cranwell | Autumn Concert St Wulfram's Church, Grantham |
| 18.11.09 | VC19 | Community Lincs Best Kept Village Competition | |
| 22.11.09 | VC13 | Mayor of Grantham Historical Tour of Grantham | Grantham |
| 22.11.09 | VC20 | HM Lord Lieutenant for Lincs Address, Reception & Curry Lunch | Prince William of Gloucester Barracks Grantham |
| 29.11.09 | VC21 | Sleaford T.C. Christmas Market and Civic Lunch | Sleaford Town Centre |
| 4.12.09 | BA26 | Salvation Army Annual Mencap Carol Festival | Finkin Street Christchurch (Methodist) Church. |
| 9.12.09 | BA28 | Newark and Sherwood D. C. Carol Service | The Dome, Kelham Hall |
| 14.12.09 | BA32 | Chairman's Christmas Dinner | Belton Park Golf Club |
| 16.12.09 | BA33 | Grantham Choral Society, Carol Concert | Christchurch, Finkin Street, Grantham. |
| 23.1.10 | BA31 | Reception in honour of service personnel on operations in 2008-2010 HM LL of Lincolnshire | College Hall Officers' Mess, RAF Cranwell |

REPORT TO COUNCIL

REPORT OF: Porfolio Holder for Housing

REPORT NO: CHSC0021

DATE: 21 January 2010

| | | |
|---|--|--------------------------------------|
| TITLE: | Housing Strategy 2010-2013 | |
| KEY DECISION OR POLICY FRAMEWORK PROPOSAL: | Policy Framework | |
| PORTFOLIO HOLDER: NAME AND DESIGNATION: | Cllr Paul Carpenter, Housing Portfolio Holder | |
| CONTACT OFFICER: | Teena Twelves - Corporate Head of Sustainable Communities Telephone -01476 406063, e-mail – t.twelves@southkesteven.gov.uk | |
| INITIAL IMPACT ASSESSMENT: | Referred to in paragraph (7) below: | Full impact assessment Required: Yes |
| 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 | Existing strategy | |

1. RECOMMENDATIONS

It is recommended the Council approves the content of the proposed Housing Strategy document attached at Appendix 1.

2. PURPOSE OF THE REPORT/DECISION REQUIRED

SKDC's current Housing Strategy 2005-2009 was developed in 2005 and now needs to be reviewed to ensure that it is up to date and reflects current national and local policy and the context of strategic housing within South Kesteven and Lincolnshire as a whole.

A working group under the Communities PDG was tasked to review the current position and develop proposals for a new Housing Strategy. The document attached represents the outcome of discussions presented to Cabinet through the working group, public consultation with stakeholders and community representatives.

3. DETAILS OF REPORT

Statutory guidance

[Creating Strong, Safe, and Prosperous Communities](#) published by Communities and Local Government, on 9 July 2008, encourages local authorities to take full and proper account of housing as part of the strategic vision for the area. This reflects Government's view that housing and the local authority strategic approach to housing should be embedded within place shaping.

The guidance also confirms that, where possible, housing strategies and homelessness strategies, should be incorporated within Sustainable Community Strategies, whilst allowing local authorities discretion about how this should be achieved.

Within the guidance, local authorities have discretion about how, when, and in what format they document their housing strategy. However, whatever format is chosen refreshed strategies are expected to:

- fully reflect the wider vision of the authority and its partners
- reflect a clear and evidenced approach
- provide a strong focus on how partners will deliver their commitments.

Since delivery of the strategic housing role relies on joint-working with partners, authorities are encouraged to work across boundaries/ sub-regionally in considering how to address the needs of all local people across all tenures.

In Lincolnshire, local authorities have been working together to develop the Lincolnshire Housing Strategy, which provides an overview of housing across the County. The Lincolnshire Housing Strategy is a sub-strategy of the Sustainable Community Strategy (SCS) and is monitored through the Lincolnshire Local Strategic Partnership's overview of the SCS.

The South Kesteven Housing Strategy takes those themes of the Lincolnshire Housing Strategy with particular relevance to South Kesteven, and develops these into locally deliverable action plans for the next few years.

Development of the strategy

In March 2009 a brief report was brought to the Communities policy development group seeking views on how to develop the new strategy document.

It was agreed that a specific working group should be set up to review the existing strategy, consider the evidence base relating to housing issues in the District, identify key themes and options for a new housing strategy and action plan, and put forward proposals to Cabinet for consideration.

The Housing Strategy Member Working Group met during the spring and summer and considered the existing strategy, emerging government policy and the evidence base, and put forward five key themes for wider consideration and consultation.

During the summer a number of workshops were held with stakeholders, including

parish and town councils, housing associations and private developers, private landlords, other housing providers and housing support providers, and voluntary sector agencies to discuss the themes, the issues and the options which had been identified. Attendees were introduced to the main issues in the district by way of a number of “Evidence base sheets” which highlighted key facts and statistics.

The Housing Strategy 2010-13

The SKDC Housing Strategy 2010-13 will be unlike previous housing strategies in that it will sit under the Lincolnshire Housing Strategy. It is therefore not relevant to reproduce significant amounts of information regarding the make up of the district or data about how the housing market functions as all of this is available through the Lincolnshire Housing Strategy evidence base (available at [web address]). It is proposed therefore that the new housing strategy contains some key information and statistics represented graphically, and then states the main issues facing the District and the options which have been considered as appropriate to deal with these.

The bulk of the Strategy is therefore proposed as a detailed action plan setting out what action is to be taken, what outcome is anticipated, what resources will be required, and the timeframe for delivery. The themes originally proposed have been merged following consultation to create three themes (Meeting a range of needs for housing and support; Maximising our resources; and Delivery of a quality, affordable housing environment) around which action will be focussed.

The action plan aligns the level of action to be undertaken with the likely availability of resources given current financial constraints. This approach will enable sharper monitoring of the strategy against realistic deliver targets going forward.

4. OTHER OPTIONS CONSIDERED

Not developing a local housing strategy

The requirement to develop a strategic vision for housing is set out within the Local Government Act 2003 and further defined through statutory guidance “Creating Strong, Safe and Prosperous Communities”. It is possible to incorporate the housing strategy entirely within the Sustainable Community Strategy, however this was not the approach taken in South Kesteven when the SCS was last refreshed and as such there is still a requirement to document the strategic vision for housing in the local area.

5. RESOURCE IMPLICATIONS

All the actions within the Housing Strategy will be contained within existing allocated service budgets and have been factored into budget setting proposals.

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

n/a

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

A full equality impact assessment will be undertaken of all housing services as part of the implementation of the housing strategy. Services within Tenancy Services have already begun to pilot the new Service Area Equality Impact Assessment approach to looking at diversity issues, and actions to improve services for tenants have been identified through this route. A similar process for the remaining housing services will be carried out during the early part of 2010/11.

8. CRIME AND DISORDER IMPLICATIONS

n/a

9. COMMENTS OF SECTION 151 OFFICER

The actions that arise following the adoption of the Housing Strategy will be considered within the financial parameters of the service area and will be incorporated into the service and budget planning process for the future financial year. Any actions arising in the current financial year will be met from existing resources.

10. COMMENTS OF MONITORING OFFICER

The provision of a Housing Strategy is not only a statutory requirement in accordance with s.87 of the Local Government Act 2003 but also assists the good governance of the Council the delivery of housing provision. Any strategy should be produced in accordance with the guidance issued under s.226 of the Housing Act 2004.

11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER

n/a

12. APPENDICES:

Appendix 1 – Draft Housing Strategy document content



Housing Strategy

2010 - 2013



"Listening Learning Delivering"



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1.0 Introduction

The South Kesteven Housing Strategy 2010-13 is unlike previous housing strategies, in that has been developed within the context of the Lincolnshire Housing Strategy 2008-13. This document has been agreed by a range of housing authorities and providers as an overarching strategic document to deliver the wider community aspirations set out in the Lincolnshire Sustainable Community Strategy.

This Housing Strategy is therefore focussing on the issues within the Lincolnshire Housing Strategy which are of particular relevance to South Kesteven as a District and identifying how the District Council, working with its partners, will seek to address these.

Information about the housing market, the demographic issues, and needs of particular groups have all been the subject of detailed research in partnership with other Councils and are detailed in the Lincolnshire Housing Strategy evidence base (available from our website in the housing pages at <http://www.southkesteven.gov.uk/index.aspx?articleid=2452>).

This Strategy does not seek to repeat this information, but concentrates on identifying the key issues within the Lincolnshire Strategy for South Kesteven, and setting out an action plan detailing what action is to be taken, what outcomes are anticipated, what resources will be required, and the timeframe for delivery.

The new Housing Strategy for South Kesteven is launched at a time of economic uncertainty and unprecedented housing market conditions. It will be important that it is kept regularly under review as these conditions change and for this reason a shorter timescale than normal has been taken for this document.

2.0 The strategy in context

Since the last Housing Strategy was produced, the Department of Communities and Local Government have published new statutory guidance called "Creating Strong, Safe and Prosperous Communities". This puts an emphasis on housing being at the heart of place shaping and Local Authorities having a more strategic role.

Housing Strategies are required by this guidance to:

- fully reflect the wider vision of the authority and its partners
- reflect a clear and evidenced approach
- provide a strong focus on how partners will deliver their commitments, including on the infrastructure needed to support housing growth

2.1 The Lincolnshire context

In October 2009 the Lincolnshire Housing Strategy was launched. As a partner to the Strategy, South Kesteven District Council worked with other organisations across Lincolnshire to identify the main housing issues facing the County. This led to the identification of eight key themes, and four main housing priorities for action:

1. To create a well-informed evidence base on housing markets, performance and housing need, to inform decision making
2. To ensure the people of Lincolnshire are both able to access and afford suitable housing to meet their needs
3. To improve the co-ordination of housing's contribution to Lincolnshire's economic development
4. To contribute to raising the quality of design in housing and the creation of sustainable homes
5. To develop approaches and frameworks to enable sustainable communities
6. To meet the affordable housing needs of rural communities
7. To improve service quality, housing choice and accessibility of housing for vulnerable people
8. To manage the housing implications of an ageing society

The overarching priorities for housing in Lincolnshire are to:

- Increase the supply of affordable housing across Lincolnshire
- Increase the supply of affordable homes in rural communities
- Meet the challenge of our ageing population
- Assist vulnerable households

2.2 The South Kesteven context

In developing the new local Housing Strategy South Kesteven District Council was keen to reflect these Lincolnshire priorities, and place specific focus on the areas which are of relevance to South Kesteven as a District, given our own issues and corporate priorities which can be summarised as follows:

Customer First:

- Ensure that we understand what each customer wants from services now and in the future
- Get it right first time
- Deliver equally to all areas

Quality Organisation:

- Initiate a 'customer first' training programme, to ensure that the customer is at the heart of what we do
- Focus on equality and diversity issues
- Assess housing assets
- Improve communications

Good for Business:

- Encourage sustainable growth through the promotion of key town centre sites for businesses in Grantham & Bourne, and major housing sites in Grantham.

Quality Living:

- Create more affordable homes and improve energy efficiency
- Provide advice and grant assistance to improve fuel efficiency in homes
- Improve the condition of South Kesteven's own housing stock
- Adapt homes for people with disabilities

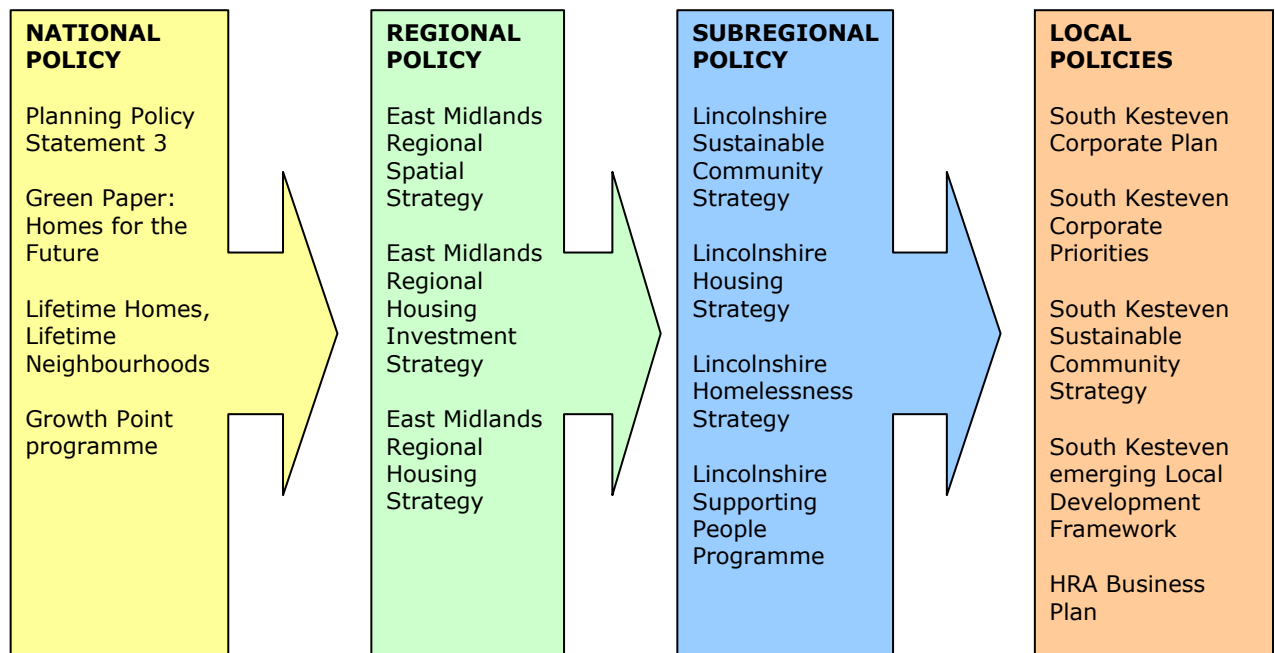
The Housing Strategy 2010-2013 therefore aims to

- Reflect the wider vision of the authority and its partners as demonstrated in the Lincolnshire Housing Strategy
- Provide a clear and evidenced approach to prioritising action on housing at county and local level; and
- Provide a strong focus on how the Council working with its partners will deliver actions which will address local housing issues and support its wider corporate priorities

For more information about South Kesteven generally, or the housing issues that are raised in this strategy document, please visit our website: www.southkesteven.gov.uk

2.2 The Strategy in its wider context

The Strategy is informed by a range of national, regional, subregional, and local policies:



3.0 The development of the strategy

In a move away from previous practice, the Council involved key stakeholders in the development of the strategy, rather than distributing a draft strategy for consultation. There were five workshops that were held in Grantham, Bourne and Stamford. There was also a Marketplace event held at Grantham which was open to the general public for consultation. At this event, stakeholders and South Kesteven officers had stands to offer information in order for residents to have their say and be informed about future priorities in the Housing Strategy.



Stakeholders in discussion

The aims of the workshops were to provide stakeholders the opportunity to influence and help set options moving forward with the new Housing Strategy. Differing issues and options had been discussed by officers and members at the Council ahead of the stakeholder events and it was these that were first discussed.

There were originally five main themes focussed upon Understanding Community Needs and Aspirations, Maximising our Resources, Creating a Quality Housing Environment, Ensuring Housing is Affordable and finally Providing Advice and Support.

As there were clear overlaps in the discussions, these five themes have now been merged into the three themes of "Meeting a range of needs for housing and support"; "Maximising our resources"; and "Delivery of a quality, affordable housing environment" and these will provide the main structure for the new strategy.

Throughout the process the work has been supported by a multi-disciplinary officer team drawn from across the Council and guided by the Housing Strategy Member Working Group, reporting to the Communities Policy Development Group.

4.0 Key Housing Issues in South Kesteven

The three key themes which have emerged for the housing strategy of "Meeting a range of needs for housing and support"; "Maximising our resources"; and "Delivery of a quality, affordable housing environment" were informed by the discussion at the workshop events of a number of housing issues which were felt by stakeholders to be of local importance for the District.

A summary of the main points of discussion which has informed the development of the action plans is given below.

4.1 Meeting a range of needs for housing and support

Rural Housing Needs

With the exception of our main towns, (and in particular Grantham and Bourne, the two key areas of targeted housing and business growth within the Council's priorities), the remaining settlements in the District fall within the definition of "rural" of settlements of under 10,000 population.

There is a need for improved information about rural housing need. SKDC requires a clear strategy to meet rural housing need which will ensure that its actions in its enabling role in rural settlements is strategically driven and delivers defined outcomes

Whilst the significant growth planned in Grantham and Bourne will deliver a proportion of new affordable housing, the housing needs of rural settlements need to be kept separately under review.

Rural housing need has historically been assessed on a locality basis in partnership with providers. A strategic and community based approach is now under development which will inform choices about where rural housing development will be supported. It is not anticipated, given the lack of available funding, that there will be significant levels of development in rural areas; rural housing development will only be supported in line with planning policy where a local need for housing can be robustly demonstrated.

Meeting the housing and support needs of older people and understanding the needs of other groups

The population of South Kesteven is diverse and changing as a result of demographic shifts. It is important that the housing services which are on offer are appropriate and accessible for all communities, and that agencies work together to co-ordinate service provision to meet needs.

There is a need to test that current methods of providing housing services in the District are meeting the needs of the diverse communities living in South Kesteven

Further joint working and improved signposting of services for hard to reach groups including those from ethnic minorities, young people, and those people who are homeless were areas of improvement that were highlighted through the consultation events.

It was recognised that there are a range of groups with other support needs whose needs for housing advice may not be appropriately met at present. There are significant populations in the District of people with physical disabilities, mental health problems and learning disabilities, whose access to services should be assessed to see whether their customer experience could be further improved.

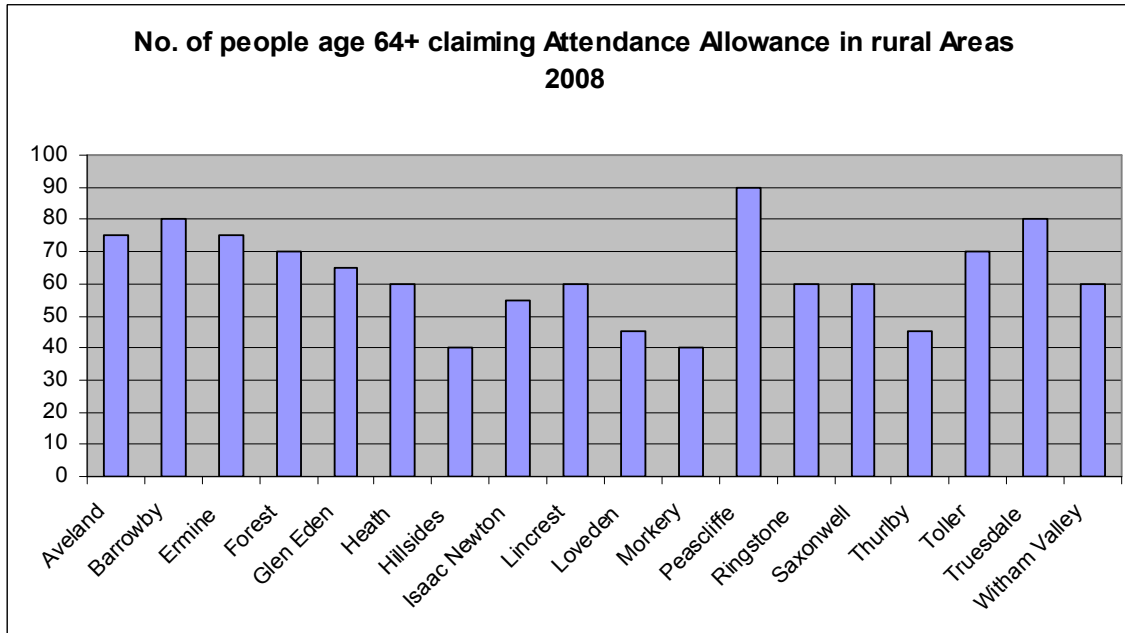
Work should be carried out to ensure that older people in South Kesteven are readily able to access information to inform them about a wide range of housing choices and options.

South Kesteven is working with other public and voluntary sector agencies to offer the "First Response" service through which a resident can highlight a whole range of types of support that would be useful for them to maintain their independence in their own home, and through this service access all of these agencies with a single initial assessment.

The Council is keen to continue its work with Lincolnshire County Council and the Supporting People Partnership to meet the needs of older people in relation to housing, care and support.

A significant number of older people in the rural areas in the District are in receipt of attendance allowance and therefore accessing some form of support or care in their own homes (see graph 1).

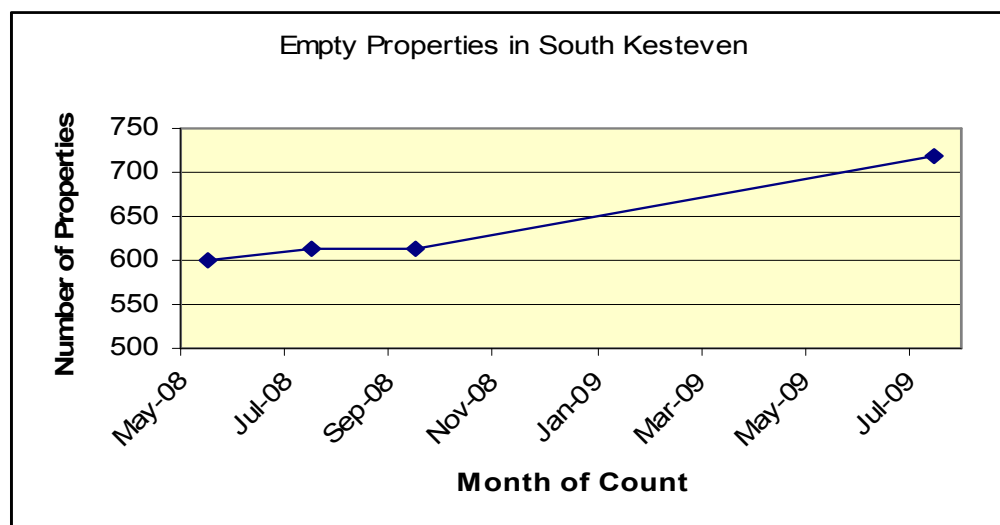
These older people may or may not have information available about the range of housing support and accommodation options that are available to them, and services such as First Contact and those funded through the Supporting People programme provide assistance.



4.2 Maximising our resources

Making the most of private sector housing

Available data on empty properties (see graph 2) shows this to be an increasing issue in the District.



Graph 2: Empty properties in South Kesteven

Concerns were raised that empty properties not only contributed to housing need, but that it also impacted on the quality of life in neighbourhoods, as empty properties can be subject to deterioration and blight an area.

There is a need to improve the quality of data available on empty properties and develop a strategy so these properties can be brought back into use effectively and efficiently

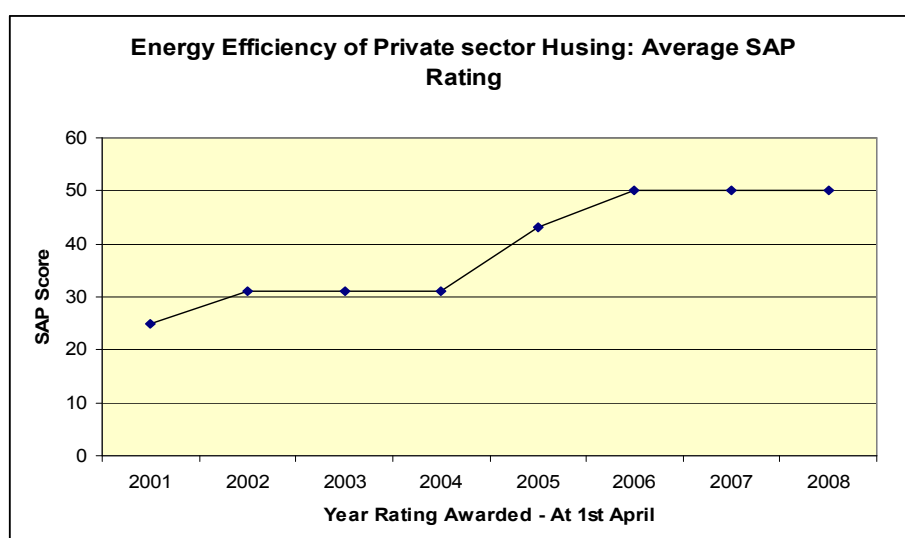
The Council has had success in recent years in working with private property owners to bring properties back into productive use and this work could be further targeted to deal with those properties which are of greatest concern.

There is a need to ensure that private sector housing meets decent homes standards, particularly for those properties which are occupied by vulnerable people

The Council receives grant funding through the regional housing allocations to support its work in the private sector and has funded a range of improvements targeted at vulnerable households.

This work could be further directed through an area based renewal approach to support the key priorities of the Council in improving areas in Grantham and Bourne to incentivise further development and growth.

This will require a review of the Council's current Private Sector Housing funding policy.



Although the energy efficiency of private sector housing in the District has been on the increase in recent years (see graph alongside), further targeting of regional funding towards this agenda both

meets requirements for improving stock condition, and also addresses fuel poverty issues by improving homes so that they are less expensive for residents to heat.

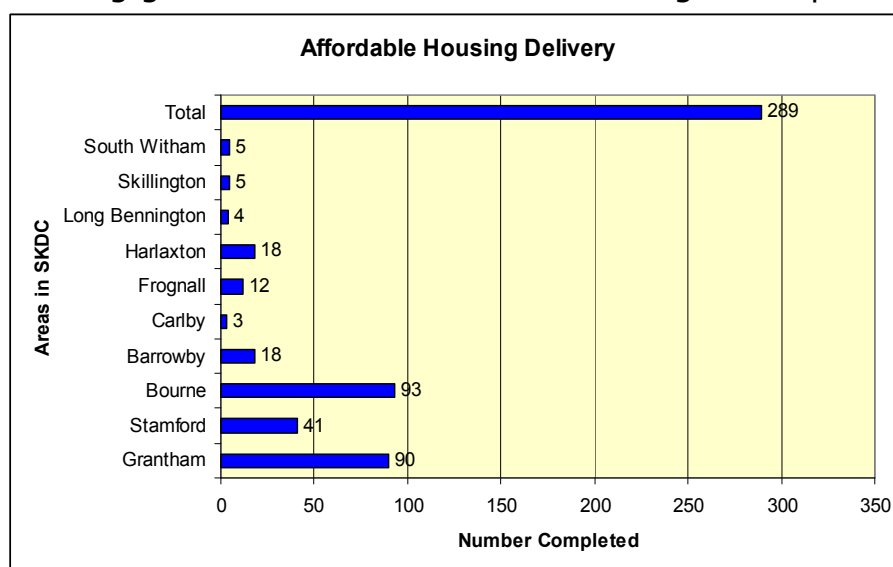
The District Council has recently received the report of the Lincolnshire wide private sector house condition survey and this has highlighted an increase in the number of vulnerable households in homes in the private sector that fail the decency standard. This information will be used to review the policies in the Private Sector Housing funding policy, to target resources to areas of greatest need, and those localities which meet with the Council's wider corporate priorities.

Maximising use of public sector resources and assets

Public sector agencies need to examine all ways to pool or align resources or jointly commission housing services and create efficiencies

With public sector spending under increasing pressure, it is important that all opportunities for funding for local services are explored and exploited. South Kesteven District Council and Lincolnshire County Council are working with the Homes and Communities Agency to develop a Single Conversation Investment Plan for Grantham which will detail how pooled and aligned funding streams will be used to support proposals for housing and economic growth in the town.

Historically South Kesteven has performed well in terms of new affordable homes delivery with completions reaching a peak in 2008/9 (see graph 4), supported by central government funding, or delivered through planning gain as a result of market housing development on major sites.



Graph 4: new affordable housing delivery in South Kesteven during 2008/9

The economic downturn resulted in a reduction in the delivery of affordable housing during 2009/10, with a total of 110 dwellings being delivered in the first three quarters to December 2009. There is likely to be increased pressure on public sector capital resources, and the Council is working towards joint agreement of targeted investment priorities with the main funders of new housing, the Homes and Communities Agency. This will be key to ongoing delivery of new homes to meet the needs of those who are unable to purchase housing outright on the housing market in areas of demand and growth.

SKDC needs to keep the quality of its own stock and viability of management of the housing stock under continual review, and to plan for meeting decent homes standard

The Housing Revenue Account Business Plan and Housing Asset Management Plan have both been the subject of a comprehensive review, following a recent 100% stock condition survey, in parallel with the development of the Housing Strategy.

In line with this housing strategy, the Council will be targeting action around improving energy efficiency and affordable warmth to increase the numbers of homes qualifying as Decent Homes to over 80% by March 2010. Further work is programmed to December 2010 to ensure that all the Council's stock reaches the Decent Homes standard by this date.

4.3 Delivery of a quality, affordable housing environment

Incentivising quality through minimum design standards to promote economic, social and environmental sustainability of developments

As part of its place shaping role the Council should take action to promote improved quality of design in all development

As a Growth Point Council, the authority is expected to work with its partners to ensure that delivery of new housing reaches the highest design and environmental standards possible. This can be delivered through partnership agreements with housing providers, and also through requirements in the planning framework.

Ensuring that there is sufficient housing which is affordable in the District, regardless of tenure

There is a need to continue to maximise provision of new social rented and affordable housing through market housing development

The bulk of affordable housing development going forward will be delivered through the planning framework as part of the planned major housing developments for Bourne and Grantham.

Other small rural schemes will be supported where these have been identified as priority by the Council on the basis of locally assessed and demonstrated housing need, and where funding is available from government or private sector sources to support the development.

There is a need to maximise levels of housing benefit take-up and ensure that all residents are aware of their benefit entitlement

Affordability of accommodation is also governed by the availability of finance. In many cases it is thought that local residents are not accessing the benefits to which they are entitled to help them with paying for their home. It is important therefore that benefit entitlement is widely publicised, with all housing advice services able to signpost residents to the appropriate advisors to enable them to access those benefits to which they are entitled, and that our customers receive fast, efficient and accurate advice.

The need to support vulnerable households by the promotion of affordable warmth

The promotion of affordable warmth addresses issues of poverty in households, improves the quality of life of vulnerable groups such as older people, improves housing condition and also addresses issues of environmental sustainability. It is seen as an increasing issue given the changing age demographic of the South Kesteven population.

Targeted action within our own housing stock will improve the insulation and warmth of their homes by March 2010, and meet the Decent Homes criteria.

5.0 Action Plans

The action plans on the following pages represent the Council's delivery programme in line with the Lincolnshire Housing Strategy. These actions will support the Lincolnshire Housing Strategy aims and objectives and are those which are of most relevance to the specific housing issues which are found in South Kesteven. The action plans also support the delivery of the Council's agreed priorities, in particular the Quality Living and Good For Business priorities.

The actions are to be delivered within the existing resources available to the Council and there are no major areas of growth. Where resources are to be targeted at a new activity, there will be reduction in other areas which are considered to have less priority.

The scale of delivery of the programme will be dependent on the availability of resources both within the Council and from external and partner sources, and targets for delivery and performance will be set annually through the Council's service planning process, taking account of the availability of resources. Monitoring of the delivery of the Strategy will be through the service monitoring by the Council's Management Team, and the key outcomes will also be monitored by the Cabinet and Scrutiny Committee through the Council's established priority monitoring framework.

Actions to meet a range of needs for housing and support

| Theme 1: Meeting a range of needs for housing and support | | | | | |
|---|---|--------------------------|---------------|--|---|
| ACTIONS | MILESTONES | LEAD OFFICER | TIMEFRAME | RESOURCES | OUTCOME (Priority Ref) |
| Rural housing needs | | | | | |
| Develop a strategy for the assessment and meeting of rural housing needs | Incorporate rural affordable housing sites within the SHLAA refresh and examine cross-authority approaches to rural housing needs assessment | Karen Sinclair | by March 2012 | Incorporated within existing LDF programme | Sites considered as possible locations for rural affordable housing identified (QL 5.2) |
| Carry out a rolling programme of surveys in rural communities | Develop a programme for in-house rural housing needs survey work | Karen Sinclair | By March 2011 | Within existing staff resources | Up to date and community based information available on rural housing need (QL 5.2) |
| Meeting the housing and support needs of older people and understanding the needs of other groups | | | | | |
| Carry out a full equalities impact assessment of housing information and advice centres | Work with organisations supporting for example older people, those with mental health problems, physical disabilities or learning disabilities to carry out a full review of our services | Kevin Martin, Jane Booth | By March 2012 | Within existing staff resources | Full equality impact assessment carried out to inform future service delivery |
| Continue to work with other agencies through the South Kesteven Homelessness Forum to deliver services to people who are homeless | Collate information from other agencies to map unmet need for services. | Kevin Martin | By March 2011 | Within existing staff resources | Information available on unmet need to inform future service delivery |

| Theme 1: Meeting a range of needs for housing and support (contd) | | | | | |
|---|---|------------------|---------------|---------------------------------|---|
| ACTIONS | MILESTONES | LEAD OFFICER | TIMEFRAME | RESOURCES | OUTCOME (Priority Ref) |
| Develop a local strategy based on information about housing needs and aspirations of older people | Set up a partnership project group to develop a South Kesteven Housing with Care strategy | Steve Cullington | By April 2010 | Within existing staff resources | All partners involved in developing housing with care strategy |
| | Publish South Kesteven Housing with Care strategy | Steve Cullington | By April 2012 | Within existing staff resources | A strategy to inform future development of services for older people and others needing care in housing |

Actions to maximise our resources

| Theme 2 - Maximising our Resources | | | | | |
|--|--|---------------------|------------------|--|---|
| ACTIONS | MILESTONES | LEAD OFFICER | TIMETABLE | RESOURCES | OUTCOME (Priority Ref) |
| Making the most of private sector housing | | | | | |
| Develop an Empty Property Strategy to set out and agree the range of options for dealing with empty homes in the District | Produce a draft empty property strategy including revised policies for inclusion in the private sector housing policy | Kev Martin | By March 2012 | Within existing staff resources, and existing regional housing allocation for private sector renewal | Action and resources targeted leading to increased numbers of empty homes being brought back into use (QL5.4) |
| | Create a database of empty properties | Kev Martin | By March 2011 | Within existing staff resources | Comprehensive information available to inform action against empty properties (QL5.4) |
| Develop a Private Sector Housing Strategy to support the implementation of the Private Sector Housing funding policy | Evaluate private sector stock condition survey data | Kev Martin | By March 2011 | Within existing staff resources | Local report on private sector stock condition to inform policy choices (QL5.4) |
| | Increase levels of enforcement in relation to private sector housing conditions, particularly in the private rented sector | Kev Martin | By March 2011 | Within existing staff resources | Increased role around enforcement to improve private sector housing conditions in the District |
| | Create awareness with tenants regarding stock condition - "are you living in a decent home?" | Kev Martin | By March 2012 | Within existing revenue budgets | Information available in a range of formats to advise tenants |
| Review the Private Sector Housing funding policy to target funding in area based renewal and to effect key policy objectives | Private Sector Housing funding policy reviewed and new policy direction approved | Kev Martin | By March 2011 | Within existing staff resources, and existing regional housing allocation for private sector renewal | Policy revised and targeted to achieve key priorities (QL5.4, 5.7) |

| Theme 2 - Maximising our Resources (contd) | | | | | |
|---|--|-------------------------------|---------------|----------------------------------|--|
| ACTIONS | MILESTONES | LEAD OFFICER | TIMETABLE | RESOURCES | OUTCOME (Priority Ref) |
| Maximising use of public sector resources and assets | | | | | |
| To examine all opportunities for a joined up approach to managing funding streams | Engage in the Single Conversation with the Homes and Communities Agency and secure funding for new housing and the Grantham Growth project | Teena Twelves, Karen Sinclair | By March 2010 | Within existing staff resources | Funding available to support the delivery of new housing and growth in Grantham (GB1.7) |
| Carry out options appraisal for SKDC housing stock taking into account requirements of the Decent Homes Standard and the revised Housing Revenue Account financing regime | Approve HRA business plan and asset management strategy | Richard Wyles | By March 2010 | Within existing staff resources | Clear strategic vision to maintain the condition of SKDC's housing stock (QL5.5) |
| | Deliver a programme of improvement work to SKDC own housing stock to improve energy efficiency and aim to reach the Decent Homes Standard by December 2010 | Paul Stokes | By March 2015 | Within available HRA resources | Clear strategic vision to maintain the condition of SKDC's housing stock (QL5.5) |
| | Plan for ongoing strategic review of stock options in line with strategic housing needs | Teena Twelves, Richard Wyles | By March 2015 | Within available staff resources | Options for stock kept under regular review (QL5.5) |
| Consider costs and benefits of local authority new build | Produce a feasibility report on new build LA Housing | Richard Wyles, Teena Twelves | By March 2011 | Within existing staff resources | Information available to enable decisions to be made about delivery options for new affordable housing (GB1.7) |

Actions to deliver a quality affordable housing environment

| Theme 3 - Delivery of a quality, affordable housing environment | | | | | |
|--|---|-------------------------|-------------------|---------------------------------|--|
| ACTIONS | MILESTONES | LEAD OFFICER | TIMETABLE | RESOURCES | OUTCOME (Priority Ref) |
| Incentivising quality through minimum design standards to promote economic, social and environmental sustainability of developments | | | | | |
| Develop the urban design framework for the District | Develop and adopt the urban design framework for South Kesteven | Karen Sinclair | By March 2012 | Within existing staff resources | Appropriate planning guidance available to inform development within the Local Development Framework (GB2.1) |
| Review the affordable housing delivery partnership | Develop approved design and quality standards for new affordable housing in the district | Karen Sinclair | By September 2010 | Within existing staff resources | Stronger partnership with clearly defined outcomes and standards of delivery (QL5.1) |
| Ensuring that there is sufficient housing which is affordable in the District, regardless of tenure | | | | | |
| Adopt a policy to support negotiation of an appropriate level of intermediate and affordable housing on proposed new housing developments | Develop and adopt a Supplementary Planning Document for Affordable Housing contributions as part of the Local Development Framework | Karen Sinclair | By March 2012 | Within existing staff resources | Appropriate planning guidance available to inform development within the Local Development Framework (GB2.1) |
| Work with partners to carry out a benefit take-up campaign | Plan and promote a housing benefit take-up campaign with partners | Kev Martin, Craig Scott | By March 2011 | Within existing staff resources | Improved levels of benefit take-up leading to improved access to affordable housing across all tenures |

| Theme 3 - Delivery of a quality, affordable housing environment (contd) | | | | | |
|---|---|--------------|-------------------|---------------------------------|--|
| ACTIONS | MILESTONES | LEAD OFFICER | TIMETABLE | RESOURCES | OUTCOME (Priority Ref) |
| Review how we can assist householders on improving energy efficiency of their homes | Produce a report detailing the extent of fuel poverty in the district | Kev Martin | By September 2010 | Within existing staff resources | Improved information to target regional funding resources (QL5.4) |
| | Promote schemes operated in partnership with the private sector energy providers to promote energy efficiency | Kev Martin | By March 2011 | Within existing staff resources | Improved access for residents to energy efficiency schemes (QL5.4) |
| Pilot renewable energy technology in Council-owned housing | Deliver a renewable energy scheme to inform future investment | Paul Stokes | By March 2012 | Within existing HRA resources | Improved environmental efficiency of the Council's own housing stock (QL5.6) |

Alternative formats and languages

South Kesteven has a rich and diverse culture - a community made up of people from different cultures, with differing backgrounds, beliefs or experiences. This diversity is one of the things that makes South Kesteven such a great place to live and work.

To ensure all residents of South Kesteven have access to our information material, our information is available in a range of different languages and formats, including large print, Braille, audio tape and computer disc.

To request a document in a specific language or format, you can ring us, email us or fax us on:

Tel 01476 40 61 27 / email communications@southkesteven.gov.uk /

Fax 01476 40 60 12

Large print, Braille, audio tape or computer disc

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

☐ ☐ ☐ ☐ / **Cantonese**[illegible]

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 pažistamiems 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.

Website: www.southkesteven.gov.uk

Our website can convert text into speech using ReadSpeaker. ReadSpeaker is a system that reads website pages out loud so you can listen to the content and information on each page.

South Kesteven District Council

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REPORT TO COUNCIL

REPORT OF: Cllr Frances Cartwright – Economic Development

REPORT NO: AFM0132

DATE: 21st January 2010

| | | |
|---|---|----------------------------------|
| TITLE: | Civilian Parking Enforcement | |
| KEY DECISION OR POLICY FRAMEWORK PROPOSAL: | Policy Framework | |
| PORTFOLIO HOLDER: NAME AND DESIGNATION: | CLLR FRANCES CARTWRIGHT – ECONOMIC DEVELOPMENT | |
| CONTACT OFFICER: | P.Stokes – Corporate Head Resource and Organisational Development p.stokes@southkesteven.gov.uk | |
| 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 | Minutes of Cabinet Meeting of 04 th January 2010 | |

1. RECOMMENDATIONS

| |
|---|
| <p><i>Council are asked to agree to Cabinet's recommendations (4.1.10) in principle that:-</i></p> <p><i>1.1 Civilian Parking Enforcement is undertaken within the administrative boundary of South Kesteven District Council through partnership with the other seven authorities covering on and off street enforcement.</i></p> <p><i>1.2 Authorisation is given for Lincolnshire County Council's application to the Department for Transport for Civilian Parking Enforcement on behalf of the authority.</i></p> <p><i>1.3 South Kesteven District Council resolves to join 'The Joint Committee of England and Wales for the civil enforcement of parking and Traffic Regulations outside London' in accordance with the requirements of the Traffic Penalty Tribunal. This requires a member nomination and substitute nomination at an appropriate time.</i></p> |
|---|

- 1.4 *The level of differential penalty charge as stated in Statutory Instrument 2007 No.3487, Road Traffic, England will be adopted. The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 be set at band 2 PCN level, discounted by 50% for payment within 14 days, and incremented by 50% for payment after the issue of a Charge Certificate.*
- 1.5 *Council delegate the authority to sign the partnership Memorandum of Understanding and any associated Service Level Agreement to the Chief Executive and the Leader of the Council.*
- 1.6 *That the Council proceeds with external enforcement.*
- 1.7 *That authorisation is given for South Kesteven District Council to use the central processing unit for the administration of the tickets and guarantee a minimum level of tickets per annum to be paid for.*

2. PURPOSE OF THE REPORT/DECISION REQUIRED

- 2.1 *To seek authority to proceed with the implementation of Civilian Parking Enforcement in accordance with the recommendations within this report.*

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

- 3.1 *Part 6 of the Traffic Management Act (TMA) 2004 permits the 'decriminalisation', or the transfer of most non-endorsable parking offences for specific areas in England and Wales. Within these areas, Civilian Parking Enforcement ceases to be the responsibility of the Police and becomes the responsibility of the highway authority, which will be for this authority Lincolnshire County Council. Local highway authorities may apply to the Secretary of State for designation orders which decriminalise parking offences within particular geographical areas.*
- 3.2 *Lincolnshire County Council is responsible as highway and traffic authority for on-street enforcement under the Traffic Management Act (TMA) 2004, but can delegate and use an agency basis to enable such enforcement by districts.*
- 3.3 *All Lincolnshire authorities are working together on the implementation plan, alongside a consultant.*
- 3.4 *Implementation of Civilian Parking Enforcement will enable action to be taken against unauthorised on street parking which is currently little enforced by the Police. The service will be integrated with off-street (car parks) parking enforcement to maximise efficiencies.*
- 3.5 *Motorists wishing to contest liability may make representations to the authority and if these representations are unsuccessful, they have the right to appeal to the Traffic Penalty Tribunal who comprise independent parking adjudicators whose decisions can only be appealed should extraordinary mitigating circumstances arise.*

- 3.6 *In order that the process of Civilian Parking Enforcement moves forward in a timely manner, Lincolnshire County Council must apply to the Department of Transport for adoption of the powers required under the Traffic Management Act 2004. In support of this application, each authority must make a number of resolutions which are detailed in the recommendations in this report. **Nevertheless, the authority should take heed that taking up powers for Civilian Parking Enforcement is an irreversible process and once the statutory instrument is obtained from central government, then unless legislation changes, the powers cannot be handed back.***
- 3.7 *The powers applied for will relate to all parking enforcement within the district boundary, which will include both on and off street.*
- 3.8 *There are specific advantages to the authority if CPE powers are adopted. There would be improved traffic flow and better management of overall traffic levels, fewer accidents and a fairer distribution of available parking places. In addition the integration of enforcement and parking policy responsibilities should provide better monitoring of the effectiveness and value of parking controls in order that parking provision becomes more responsive to the public's needs.*
- 3.9 *The implementation date for Civilian Parking Enforcement is targeted to be implemented by September 2010 and in order to meet this deadline the formal application must be submitted by February 2010.*

4. OTHER OPTIONS CONSIDERED

- 4.1 *To withdraw from the partnership arrangement and not to take part in the process. However should the remainder of the County proceed without South Kesteven District Council, it may be difficult to rejoin the service at a later date.*
- 4.2 *County not to proceed with Civilian Parking Enforcement. However there are powers within the Traffic Management Act that would allow the government to direct the authorities to undertake decriminalised parking enforcement.*
- 4.3 *Lincolnshire County Council as Highway Authority could take sole responsibility for Civilian Parking Enforcement across Lincolnshire, but as the current expertise for enforcement of off street parking is held at district level, this would not be appropriate.*

5. RESOURCE IMPLICATIONS

- 5.1 *The Council has to decide on whether external enforcement as opposed to in-house enforcement is the desired option. A detailed financial appraisal has been undertaken of the two options and it is evidenced that external enforcement is financially the better option.*

It is therefore recommended that the external enforcement option is considered owing to the following benefits:

- *An external contractor would be up and running faster and would usually issue more Penalty Charge Notices than an in-house team;*
- *There are lower capital and revenue start up costs, with increased income for the first twelve months;*
- *There are less costs if sickness arises, as with in house there is the cost of paying staff whilst they are off sick and filling their post in this event, whilst an external provider can sort out immediately at no extra cost;*
- *An external provider has much more experience with Civilian Parking Enforcement than in-house and therefore can get up to speed quickly with operational procedures;*
- *The industry naturally suffers high recruitment and retention costs, which would not have to be borne by the council if an external provider was used.*

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

Risk

The greatest risk to the Council is the potential deficit if implementation of Civilian Parking Enforcement proceeds and the financial modelling is more sensitive than envisaged

There are also TUPE implications, particularly if the external enforcement route is taken.

There is also the risk that a guaranteed minimum level of tickets per annum is to be paid for, notwithstanding whether or not this is achieved.

Health and Safety

There are no major health and safety concerns as a result of this implementation.

Data Quality

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

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

An initial Equality Impact Assessment will be distributed at a later date.

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 CPE.

9. COMMENTS OF SECTION 151 OFFICER

This report sets out the proposal for the District Council to be included in the application to the Department for Transport for Civilian Parking Enforcement (CPE). Indicative financial modelling has been undertaken by utilising specialist external support working on behalf of the districts and county council. This modelling has demonstrated that the potential financial implications of adopting CPE is extremely sensitive and is dependant upon the effectiveness and the costs of the enforcement regime. The assumptions built into the model are largely based on past experiences of the impact of CPE elsewhere in the country. Therefore there is a risk that these assumptions will not necessarily reflect the true impact of CPE in South Kesteven. The proposed Memorandum of Understanding (MOU) will identify how any individual surpluses and deficits incurred by each individual authority will be shared and met by the partnership collectively and how the initial set up costs incurred by each authority will be reimbursed.

The report states that the central processing unit will be paid on an assumed level of Penalty charge notices (PCN's) being issued. However, Cabinet must be aware that although a minimum level has been set there is no certainty that the assumed level will actually be achieved.

There are set up costs identified in respect of the implementation of CPE and these have been costed in the region of £30K. If the recommendations are supported then these set up costs will be included in the budget proposals for Council in March 2010.

Although there are financial risks to the adoption of CPE these need to be balanced with the benefits CPE will bring to the district from an improved traffic management perspective. The financial risks have been identified but will only be fully known when CPE has been implemented and operational. However the model identifies that any financial risk can be minimised and should be within acceptable financial parameters.

10. COMMENTS OF MONITORING OFFICER

The report accurately reflects the powers under the Traffic Management Act 2004 for the local highway authority (Lincolnshire County Council) to carry out enforcement of on street traffic regulation orders and off street car parks.

I understand that cross county discussions are still taking place to finalise the agreement. It is important that issues concerning consultation are taken into account during those negotiations. The Secretary of State expects local authorities considering major changes to their policies to consult fully with stakeholders. The relevant Guidance recommends, as a minimum, local authorities should consult with the following groups:

a) those involved in the implementation and operation of parking including the police, neighbouring local authorities, the DVLA and the Traffic Enforcement Centre.

b) Wider stakeholders with an interest in parking, including businesses, motoring groups and representative organisations; and those who will be affected, including residents, motorists and the general public.

The guidance recommends that the consultation follows the DfT model of a 12 week consultation period. Consequently, time needs to be factored into the implementation process to allow this to happen. There is also the question of who is to bear the cost of consultation that needs to be agreed.

REPORT TO COUNCIL

REPORT OF: Economic Development Portfolio Holder

REPORT NO: PLA 804

DATE: 21st January 2010

| | | |
|---|---|-------------------------------------|
| TITLE: | Core Strategy Development Plan Document – Amendment to Affordable Housing Policy (H3) | |
| 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 PLA723 dated 6 th October 2008 Non Key Decision PLA795 dated 9 th November 2009 Submission Core Strategy DPD January 2009 Letter from Programme Officer, 12 th October 2009 Notes of Core Strategy Examination Pre Hearing Meeting 22 nd October 2009 Affordable Housing Viability Assessment Report, Levvel, December 2009 Cabinet Report PLA803 dated 4 th January 2010 | |

1. RECOMMENDATION

That the amendments to Policy H3 set out in Appendix B be agreed and, following consultation, be submitted to the Core Strategy Examination.

2. PURPOSE OF THE REPORT

- 2.1 To approve a proposed amendment to Policy H3 of the Submission Core Strategy.
- 2.2 Policy H3 of the Submission Core Strategy DPD sets out the Council's approach to the provision of affordable housing. The adoption of an affordable housing policy in the Core Strategy would support the Quality Living Priority Theme.

- 2.3 The Cabinet considered a report on this matter on the 4th January 2010 when the recommendation to approve the amendments to Policy H3 were approved.

3. DETAILS OF REPORT

- 3.1 The Core Strategy Development Plan Document (DPD) was submitted to the Secretary of State on the 21st August 2009 for examination. The hearing sessions of the examination process are timetabled to take place in January 2010 over seven sitting days, although the hearing session on Housing Needs will not be held until the 17th March.
- 3.2 Following submission, the Inspector appointed to examine the Submission Core Strategy DPD raised in a letter to the Council dated the 12th October 2009, her concerns that *'a viability assessment of the targets and thresholds in Policy H3 does not appear to have been provided to inform the examination into the soundness of this aspect of the Core Strategy.'*
- 3.3 In response to this, it was considered essential a viability assessment of affordable housing provision across the District was commissioned in order to support the inclusion of a robust and deliverable policy in the Core Strategy and ensure that the Inspector was in a position to find the Core Strategy 'sound' on this matter.
- 3.4 Following a procurement process, Levvel were appointed to undertake the assessment to establish whether the thresholds and proportions of affordable housing contained in Policy H3 of the Submission Core Strategy were economically viable and, if this was not the case, to establish the minimum viable and deliverable thresholds and proportions.
- 3.5 The final report has been received and concludes that the proportion of 40% affordable housing set out in Policy H3 is not viable in all of the four towns or Local Service Centres (LSCs) and/or for the whole of the Core Strategy plan period. However, on the basis of the work undertaken by Levvel a figure of up to 35% could be justified. It needs to be recognised that this remains a challenging target and may not be deliverable in all cases. However, Inspector's have, in recent Core Strategy examinations, been prepared to include in Core Strategy's such challenging targets where they are robustly evidenced.
- 3.6 The threshold of 15 units for on site provision is considered appropriate but not the proposed 2 unit threshold which would have applied in the rural parts of the District. The assessment does, however, indicate that a commuted sum in lieu of on site provision would be viable for sites of between 5 and 14 units in all of the four towns and LSCs, although the level of contribution that could be sought on such sites varies across the District.
- 3.7 The executive summary provides more detail on the above and an extract from it is attached as Appendix A to the report.
- 3.8 In light of the assessment findings it is proposed to amend the wording of Policy H3, as set out in Appendix B. The proposed Affordable Housing Supplementary Planning Document (SPD) would provide more detail on viability

across the four towns and Local Service Centres, as set out in the Affordable Housing Viability Assessment Report. As SPDs can be more easily updated this would provide flexibility around changes in viability over the period of the Core Strategy.

- 3.9 The Inspector has advised that substantive changes to the Core Strategy would require both a Sustainability Appraisal and public consultation if she were to be able to consider them as potential changes to the Submission Core Strategy, however, as there is no legislative provision for consultation on proposed changes at this stage the nature of that consultation would be at the discretion of the local authority. It is considered that the proposed amendments to Policy H3 do amount to a substantive change and consultation will, therefore, be necessary. It is, therefore, proposed to consult with all those who made representations to Policy H3 of the Submission Core Strategy when it was published in January 2009 and any other relevant stakeholder e.g. developers.

4. OTHER OPTIONS CONSIDERED

- 4.1 Do not amend Policy H3. Although ultimately it will be for the Inspector to determine whether the Council's proposed amendment to Policy H3 is appropriate, proposing a change to the Policy ensures the Inspector is aware of the Council's formal view on this matter.

5. RESOURCE IMPLICATIONS

- 5.1 There will be some costs associated with consultation on the proposed amendment to Policy H3 but these will be minimal as the majority of consultations will be undertaken electronically.

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

- 6.1 None identified.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

- 7.1 None. The Core Strategy, and the policies within it, was the subject of an equality impact assessment. This concluded that they not have any adverse differential impacts on any of the identified equality groups and, as a consequence, a full impact assessment was not required. The overall tenor of the Policy is not altered by the proposed amendments and, therefore, the conclusions of the impact assessment are unaltered.

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. All costs associated with the development of the Core strategy will be adequately resourced as part of the service budget planning process.

10. COMMENTS OF MONITORING OFFICER

- 10.1 The submission core strategy was approved by Cabinet at its meeting on the 6th October 2008 and by full Council as a policy development document at its meeting on the 30th October 2008. The original submission included a policy H3 making provision for affordable housing whereby a target of 40% of the total capacity of the scheme should be affordable. The Inspector requested a viability assessment. This was carried out and, in the current economic climate, recommended the required changes to the policy H3.

Cabinet considered the proposed changes to the policy H3 at its meeting on the 4th January 2010 and make this recommendation to Council as part of its policy development framework. The Council alone can approve policy framework in accordance with article 4 of the constitution.

11. APPENDICES:

Appendix A Affordable Housing Viability Assessment Report Executive Summary

Appendix B Proposed amendment to Policy H3

APPENDIX A

Affordable Housing Viability Assessment Report – Executive Summary (extract)

Executive Summary

Key Findings

Comprehensive analysis of the results of all notional schemes assessed can be found in section 5 of the main report.

Sustainable Urban Extensions

Two notional Sustainable Urban Extension (SUE) schemes have been assessed in two value areas. We have assumed appropriate phasing for each scheme.

In respect of the 4000 unit notional SUE in Grantham, the requirement for infrastructure contributions in excess of £10,000 per unit reduces the overall viability of development (infrastructure contributions of £10,000, £14,000 and £23,000 were assessed), and the greater the contribution per unit, the more adverse the viability position.

Furthermore, should middle market conditions only be achieved, it is likely that public subsidy would be required to achieve circa 20% affordable housing assuming infrastructure requirements are not in excess of those tested. Should upside market conditions prevail, the viability position is improved and affordable housing percentages in excess of this are likely to be achievable.

A 1500 unit notional SUE site was assessed in Grantham and Stamford, with reduced levels of infrastructure requirements to the 4000 unit SUE. In respect of Stamford, up to 35% affordable housing was likely to be achievable without grant assuming the market achieved middle conditions. In the lower value area of Grantham, achieving a viable position assuming an affordable housing contribution at this level was more challenging, and delivery of up to 30% affordable housing in the early years would likely require grant funding. Viability pressures do however ease in the later years of the Plan and, given the scale and phased nature of developments of this type, the Council may wish to negotiate affordable housing on a phased basis to take advantage of improvements to the viability position which may occur over time.

General development sites in excess of 15 units

A variety of notional development sites were assessed. The ability to deliver affordable housing varies dependent upon a number of factors including value area, level of S106 contribution, existing or alternative land values of the site, scheme density and the availability of public subsidy.

In the value areas of Stamford and Local Service Centres it is less challenging to achieve higher levels of affordable housing and 30% to 40% affordable housing is likely to be achievable over the life of the Plan without recourse to public subsidy in most market conditions with the exception of the downside.

In Grantham, the viability position of higher density schemes (70 dph) is particularly challenging and even at 50dph, 10% affordable housing may only be achievable with grant even if the market achieves the middle scenario. In the later years of the Plan this position improves.

On lower density schemes in Grantham, the viability of schemes is improved and should the market achieve the upside, 21% to 30% affordable housing is likely to be deliverable without grant. Should middle market conditions prevail, public subsidy may be required (albeit in some cases at 'lower' levels) to achieve circa 21% affordable housing until around 2021 when the viability position improves and from then on higher levels (30%) of affordable housing are more likely to be viable.

In Bourne and the Deepings, despite the location, development economics reflect more the situation in Grantham than in Stamford and the Local Service Centres. That is that development viability is challenging to achieve higher levels of affordable housing albeit the viability pressures are relatively less acute than in Grantham. As with Grantham, density issues apply and lower density schemes can generally achieve greater levels of affordable housing than higher density schemes.

We do however recognise that within this value area there are likely to be particular 'pockets' where residential sales values are in excess of those assumed within this study and development coming forward in these locations are likely to be able to make a greater contribution to affordable housing provision than the levels assumed within section 5 of this study.

Sites below 15 dwellings

We considered the ability of schemes of 5-14 dwellings to deliver a commuted sum in lieu of on site affordable housing. Our analysis found that it was possible to deliver affordable housing below the current PPS3 threshold, but that the proportion of affordable housing that could be viable differed dependent upon the location of development, it's current or existing use and the gross development value of the scheme.

The higher value areas of Stamford and the Local Service Centres could generate a commuted sum equivalent to a maximum of 20% affordable housing on sites of between 5 and 14 dwellings.

The lower value areas of Grantham and Bourne and The Deepings could generate a commuted sum equivalent to a maximum of 10% affordable housing on sites of between 5 and 14 dwellings.

It should be considered that schemes of this size are much more sensitive to assumptions about overall values and tenure mixes, thus relatively small scale increases/decreases from the S106 assumptions used (and other cost and value assumptions) will have an impact upon sites of this size delivering affordable housing by commutation.

Finally, it should be noted that if the market does not perform to at least the middle scenario, it is unlikely schemes of this nature will be able to provide affordable housing contributions.

Commuted sum Methodology

Any methodology for assessing commuted sum payments should be based on the equivalence principle supported by Circular 05/05, PPS3 and Delivering Affordable Housing. The commuted sum should be equivalent to the contribution that would have been provided if the affordable housing had been provided on site and the scale of the developer subsidy should equate to the difference in residual value between a scheme unencumbered by affordable housing and a scheme with affordable housing, having regard to the established existing or alternative use value.

APPENDIX B

Suggested amendments to Policy H3 arising from the Affordable Housing Viability Study Report

Proposed deletions are shown as struck through text

Proposed additions are shown in **bold**

All developments comprising **5 or more** dwellings **should make** appropriate provision for affordable housing either:

- within the development site (**sites of 15 or more units**), or
- **As an off site contribution in lieu of on site provision (on sites of between 5-14 units)**

Where affordable housing **is to be** provided **on site**, a target of **up to 35% of the total capacity of a scheme should be** affordable. **The affordable element will be expected to include a mix of socially rented and intermediate housing appropriate to the current evidence of local need.**

All units should be of an appropriate size and type to meet the need identified by the current evidence of housing need for that ward. To achieve this, targets for affordable housing will be set on every allocated site.

In addition, the council will seek to identify suitable opportunities to deliver about 10 rural affordable housing units each year through the allocation of rural exception sites.

Rural exception sites should be in or adjacent to a village where there is a proven need for local affordable housing. Such houses should be available in perpetuity for local need. Sites should be suitable for development in all other respects and meet all other policy requirements for development.

Together with Registered Housing Providers (RHPs) and land owners the council aims to deliver additional affordable housing in the rural area to meet identified local need. To achieve this, the Council will investigate and identify specific sites or areas of search to allocate specifically for local affordable housing development (exception sites).

In negotiating the level of affordable housing on sites, the Council will have regard to the overall viability of individual development schemes. An Affordable Housing Supplementary Planning Document will set out in detail how these requirements will be calculated on a site by site basis.

REPORT TO COUNCIL

REPORT OF: CHIEF EXECUTIVE

REPORT NO: DEM038

DATE: 21ST JANUARY 2010

| | | |
|---|---|--|
| TITLE: | Review of Polling Places | |
| KEY DECISION OR POLICY FRAMEWORK PROPOSAL: | N/A | |
| PORTFOLIO HOLDER: NAME AND DESIGNATION: | Access and Engagement portfolio: Councillor Ray Auger | |
| CONTACT OFFICER: | Lena Shuttlewood, Democracy Service Manager l.shuttlewood@southkesteven.gov.uk | |
| INITIAL IMPACT ASSESSMENT: | Referred to in paragraph (7) below: | |
| Equality and Diversity | | |
| FREEDOM OF INFORMATION ACT: | This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk | |
| BACKGROUND PAPERS | List of current polling places as appended to report | |

1. RECOMMENDATIONS

- 1 That the Chief Executive, as Returning Officer for South Kesteven, be granted delegated authority in consultation with Ward Councillors to determine Polling Places in accordance with Section 16 of the Electoral Administration Act, 2006.
- 2 That members are provided with location maps detailing the Polling Districts within their Ward and highlighting existing Polling Places for any views and comments.

2. PURPOSE OF THE REPORT

The recommendations in the report would allow for contingency arrangements to be put in place if required, to ensure availability of adequate Polling Stations and would enable a co-ordinated approach to the update and review of Polling Places and Polling Stations – particularly at short notice to cover unforeseen circumstances and allow for adequate alternative arrangements to be put in place during the course of election preparation.

3. DETAILS OF REPORT

The Returning Officer at an election is responsible for identifying and making arrangements with regard to Polling Stations to be used at an election. The identification of Polling Places, which are the areas within a Polling District where a Polling Station should be located, is the responsibility of the Council.

It is important that members are involved in the determination of polling places however there is an anomaly in that the Chief Executive recommends the Polling Places to the Council following a review and separately, in the role of Returning Officer, identifies Polling Stations in a further review (effectively the same buildings) and is not required to notify the relevant Local Authority.

There is a second more practical difficulty that when Polling Stations become unavailable through a prior booking, or are subject to refurbishment at short notice at a particular election, there is generally insufficient time for a report to be considered by the Council in respect of approval of a revised Polling Place and there could be a subsequent delay in implementing revised administrative arrangements. This is particularly true at a Parliamentary election when the date of the election is unknown and firm bookings of Polling Stations cannot be made early.

Given that both functions are undertaken by the same Officer, it may be appropriate to consider delegation of Polling Places to the Chief Executive so that a joint review of Polling Places and Polling Stations can be undertaken simultaneously to reduce the duplication of work and also to allow any unavailability of a Polling Station to be addressed when required.

The views of Councillors are very relevant to the reviews of both Polling Places and Polling Stations and it is suggested that any review should be undertaken in consultation with Councillors in respect of their Wards and reviewed periodically by Council. The views of Election Agents and other appropriate third parties such as organisations representing people with disabilities can also be considered by the Chief Executive prior to determining the most suitable location having regard to all factors and any guidance from the Electoral Commission.

In anticipation of this report and to assist Ward Councillors, location maps are in the process of being prepared the existing Polling Places within each Polling District. It is likely that the vast majority will remain unchanged but in a few cases, there may be the need to consider arrangements for example, where additional housing has been developed since the last review. To help with this it is suggested that Councillors be provided with the relevant location maps for their Ward to enable views to be submitted to the Chief Executive.

4. OTHER OPTIONS CONSIDERED

There are no other options available other than the existing arrangement of the review of Polling Places and Polling Stations separately.

5. RESOURCE IMPLICATIONS

No additional costs but there will be marginal savings in time by avoiding the duplication involved in two similar reviews.

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

Section 16 of the Electoral Administration Act sets out the scope of consultation and the methodology of a Polling Place Review. The only health and safety risks relate to the fitting out of the Polling Stations themselves which are the responsibility of the Returning Officer. This is carried out separately.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

Equality Impact Assessments are undertaken at the review stage for each Polling Place to ensure compliance with the DDA requirements and directions from the Electoral Commission.

8. CRIME AND DISORDER IMPLICATIONS

None

9. COMMENTS OF SECTION 151 OFFICER

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| There are no budget implications associated with the recommendations contained within this report and it is likely to result in a more efficient use of officer time should difficulties with securing preferred polling stations arise. |
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10. COMMENTS OF MONITORING OFFICER

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|---|
| It is appropriate that the Chief Executive has the delegated authority of this Council to determine individual polling places when required to ensure the efficient running of an election. It is not effective to require Council to meet to determine a change to polling place in the run up to an election. It may well be that a particular polling place cannot be used on the date determined for an election. If no council meeting is planned in sufficient time before that election is due to be held, the Chairman of the Council would be required to call an extraordinary meeting of the Council to determine a new polling place. |
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11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER

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| <i>It is important, when writing your report, to think about the consequences of your recommendations to the whole organisation and to consult extensively with other managers, where you consider that such potential exists.</i> |
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12. APPENDICES:

A schedule of existing Polling Places for each of the Wards is attached at appendix 1.

| Ward | Polling District | Parliamentary Constituency | Polling Place Address | Other Polling Districts Voting at the Same Location |
|-------------------|------------------|------------------------------|---|---|
| All Saints | HA1 | Grantham & Stamford | Communal Room, Essex Road, Stamford PE9 1LT | |
| Aveland | CJ1 | Grantham & Stamford | Aslackby Village Hall, Bourne Road, Aslackby NG34 0HJ | |
| Aveland | CK1 | Grantham & Stamford | Dowsby Village Hall, 23, Main Road, Dowsby PE10 0TL | |
| Aveland | CL1 | Grantham & Stamford | Dunsby Village Hall, The Cross, Dunsby, Bourne PE10 0UB | |
| Aveland | CM1 | Grantham & Stamford | Kirkby Underwood Village Hall, The Green, Kirkby Underwood, Bourne PE10 0SE | |
| Aveland | CN1 | Grantham & Stamford | Pointon Village Hall, Millthorpe Road, Pointon NG34 0LX | |
| Aveland | CO1 | Grantham & Stamford | Rippingale Village Hall, Station Street, Rippingale, Bourne PE10 0TE | |
| Barrowby | PA2 | Sleaford & North Hykeham | The Reading Room, Church Street, Barrowby, Grantham NG32 1BX | |
| Belmont | WA1 | Grantham & Stamford | #*Communal Room, Witham Place, Bridge End Road, Grantham NG31 6JX | QC1 |
| Belmont | WB1 | Grantham & Stamford | *Belmont Community Primary School, Harrowby Lane, Grantham NG31 9LR | WD1 |
| Belmont | WC1 | Grantham & Stamford | #*Belton Lane Community Primary School, Green Lane, Grantham NG31 9PP | VB1 |
| Belmont | WD1 | Grantham & Stamford | *Belmont Community Primary School, Harrowby Lane, Grantham NG31 9LR | WB1 |
| Bourne East | EA1 | Grantham & Stamford | Bourne Youth Centre, Queens Road, Bourne PE10 9DX | |
| Bourne East | EB1 | Grantham & Stamford | Bourne Abbey Cof E Primary School, Abbey Road, Bourne PE10 9EP | |
| Bourne East | EC1 | Grantham & Stamford | Darby & Joan Hall, South Street, Bourne PE10 9LY | |
| Bourne East | ED1 | Grantham & Stamford | Dyke Village Hall, Main Road, Dyke, Bourne PE10 0AF | |
| Bourne East | EE1 | Grantham & Stamford | Twenty Village Hall, Twenty, Bourne PE10 0AZ | |
| Bourne West | EL1 | Grantham & Stamford | Royal British Legion, 7A Burghley Street, Bourne PE10 9NS | |
| Bourne West | EM1 | Grantham & Stamford | Bourne Westfield Primary School, Westbourne Park, Bourne PE10 9QS | |
| Bourne West | EN1 | Grantham & Stamford | Communal Room, Manor Court, Manor Court, Bourne PE10 9PP | |
| Deeping St. James | LS3 | South Holland & The Deepings | #*Deeping Community Centre, 2 Douglas Road, Market Deeping PE6 8PA | LH3 |
| Deeping St. James | LT3 | South Holland & The Deepings | Deeping St. James Community Primary School, Hereward Way, Deeping St. James PE6 8PZ | |
| Earlesfield | SA1 | Grantham & Stamford | Church of the Epiphany, The Grove, Grantham NG31 7PU | |
| Earlesfield | SB1 | Grantham & Stamford | Earlesfield Community Centre, Trent Road, Grantham NG31 7XQ | |
| Ermine | OA2 | Sleaford & North Hykeham | Ancaster Parish Hall, Ermine Street, Ancaster, Grantham NG32 3PP | |
| Ermine | OB2 | Sleaford & North Hykeham | *Barkston & Syston Village Hall, Main Road, Barkston, Grantham NG32 2NH | OD2 |
| Ermine | OC2 | Sleaford & North Hykeham | Manthorpe Playgroup Hall, Low Road, Manthorpe, Grantham NG31 8NQ | |
| Ermine | OD2 | Sleaford & North Hykeham | *Barkston & Syston Village Hall, Main Road, Barkston, Grantham NG32 2NH | OB2 |

| | | | | |
|---------------------|-----|--------------------------|---|----------|
| Forest | AA1 | Grantham & Stamford | *Denton Village Hall, Church Street, Denton, Grantham NG32 1LG | AC1 |
| Forest | AB1 | Grantham & Stamford | *Great Ponton Village Centre, Archer's Way, Great Ponton, Grantham NG33 5DS | AD1 |
| Forest | AC1 | Grantham & Stamford | *Denton Village Hall, Church Street, Denton, Grantham NG32 1LG | AA1 |
| Forest | AD1 | Grantham & Stamford | *Great Ponton Village Centre, Archer's Way, Great Ponton, Grantham NG33 5DS | AB1 |
| Forest | AE1 | Grantham & Stamford | Woolsthorpe Village Hall, Main Street, Woolsthorpe by Belvoir, Grantham NG32 1LX | |
| Forest | AF1 | Grantham & Stamford | Harlaxton Village Hall, 3 Church Street, Harlaxton, Grantham NG32 1HB | |
| Glen Eden | AK1 | Grantham & Stamford | *Boothby Pagnell Village Hall, Ponton Road, Boothby Pagnell, Grantham NG33 4DH | AL1 |
| Glen Eden | AL1 | Grantham & Stamford | *Boothby Pagnell Village Hall, Ponton Road, Boothby Pagnell, Grantham NG33 4DH | AK1 |
| Glen Eden | AM1 | Grantham & Stamford | Burton Coggles Village Hall, Back Lane, Burton Coggles, Grantham NG33 4JP | |
| Glen Eden | AN1 | Grantham & Stamford | Methodist Chapel, Station Road, Corby Glen, Grantham NG33 4NW | |
| Glen Eden | AO1 | Grantham & Stamford | Edenham Village Hall, 44, Church Lane, Edenham, Bourne PE10 0LS | |
| Glen Eden | AP1 | Grantham & Stamford | The Griffin Inn, 15, Bulby Road, Irnham, Grantham NG33 4JG | |
| Glen Eden | AQ1 | Grantham & Stamford | Swayfield Village Hall, 33, Corby Road, Swayfield, Bourne NG33 4LQ | |
| Glen Eden | AR1 | Grantham & Stamford | Swinstead Village Hall, Bourne Road, Swinstead NG33 4PQ | |
| Grantham St. John's | RA1 | Grantham & Stamford | #*Witham Room, SKDC Council Offices, Civic Entrance, St.Peter's Hill, Grantham NG31 6PZ | QD1; TL1 |
| Grantham St. John's | RB1 | Grantham & Stamford | Huntingtower Community Primary School, Huntingtower Road, Grantham NG31 7AU | |
| Grantham St. John's | RC1 | Grantham & Stamford | Walton Girls High School, Kitty Briggs Lane, Harlaxton Road, Grantham NG31 7RJ | |
| Green Hill | TA1 | Grantham & Stamford | St. Edmund's Nursing Home, Worcester Road, Grantham NG31 8SA | |
| Greyfriars | TK1 | Grantham & Stamford | Gonerby Hill Foot C of E Primary School, Gonerby Road, Gonerby Hill Foot, Grantham NG31 8HQ | |
| Greyfriars | TL1 | Grantham & Stamford | #*Witham Room, SKDC Council Offices, Civic Entrance, St.Peter's Hill, Grantham NG31 6PZ | RA1; QD1 |
| Harrowby | VA1 | Grantham & Stamford | Communal Room, Canterbury Close, Grantham NG31 9RE | |
| Harrowby | VB1 | Grantham & Stamford | #*Belton Lane Community Primary School, Green Lane, Grantham NG31 9PP | WC1 |
| Harrowby | VC1 | Grantham & Stamford | Communal Room, Central Place, Grantham NG31 9NX | |
| Harrowby | VD1 | Grantham & Stamford | Communal Room, Belton Avenue, Grantham NG31 9QR | |
| Heath | NJ2 | Sleaford & North Hykeham | Caythorpe Village Hall, High Street, Caythorpe NG32 3DR | |
| Heath | NK2 | Sleaford & North Hykeham | Fulbeck Village Hall, Lincoln Road, Fulbeck, Grantham NG32 3JW | |
| Hillsides | DJ1 | Grantham & Stamford | Braceborough & Wilsthorpe Village Hall, Braceborough, Stamford PE9 4NT | |
| Hillsides | DK1 | Grantham & Stamford | *Little Bytham Village Hall, High Street, Little Bytham, Grantham NG34 4QJ | DM1; DO1 |
| Hillsides | DL1 | Grantham & Stamford | Carlby Village Hall, High Street, Carlby, Stamford PE9 4LX | |
| Hillsides | DM1 | Grantham & Stamford | *Little Bytham Village Hall, High Street, Little Bytham, Grantham NG34 4QJ | DK1; DO1 |
| Hillsides | DN1 | Grantham & Stamford | #*Greatford Village Hall, Carlby Road, Greatford, Stamford PE9 4QA | LA1 |
| Hillsides | DO1 | Grantham & Stamford | *Little Bytham Village Hall, High Street, Little Bytham, Grantham NG34 4QJ | DK1; DM1 |
| Hillsides | DP1 | Grantham & Stamford | *Witham-on-the-Hill Parish Hall, Main Street, Witham-on-the-Hill, Bourne PE10 0JH | DQ1 |
| Hillsides | DQ1 | Grantham & Stamford | *Witham-on-the-Hill Parish Hall, Main Street, Witham-on-the-Hill, Bourne PE10 0JH | DP1 |

| | | | | |
|-----------------------|-----|------------------------------|--|----------|
| Isaac Newton | BA1 | Grantham & Stamford | *Colsterworth Village Hall, Old Post Lane, Colsterworth NG33 5PG | BC1 |
| Isaac Newton | BB1 | Grantham & Stamford | *St. Andrew & St. Mary's Church, Village Street, Stoke Rochford, Grantham NG33 5EB | BE1 |
| Isaac Newton | BC1 | Grantham & Stamford | *Colsterworth Village Hall, Old Post Lane, Colsterworth NG33 5PG | BA1 |
| Isaac Newton | BD1 | Grantham & Stamford | The Methodist Chapel, Skillington, Grantham NG33 5HB | |
| Isaac Newton | BE1 | Grantham & Stamford | *St. Andrew & St. Mary's Church, Village Street, Stoke Rochford, Grantham NG33 5EB | BB1 |
| Lincest | BP1 | Grantham & Stamford | *Ropsley School, School Lane, Ropsley, Grantham NG33 4BT | BU1 |
| Lincest | BQ1 | Grantham & Stamford | Heydour Village Hall, Main Street, Aisby, Grantham NG32 3NE | |
| Lincest | BR1 | Grantham & Stamford | The Garage, Beaver House, School Lane, Old Somerby, Grantham NG33 4AH (Needs reviewing) | |
| Lincest | BS1 | Grantham & Stamford | *Ingoldsby Village Hall, Main Street, Ingoldsby, Grantham NG33 4EJ | BT1 |
| Lincest | BT1 | Grantham & Stamford | *Ingoldsby Village Hall, Main Street, Ingoldsby, Grantham NG33 4EJ | BS1 |
| Lincest | BU1 | Grantham & Stamford | *Ropsley School, School Lane, Ropsley, Grantham NG33 4BT | BP1 |
| Lincest | BV1 | Grantham & Stamford | Pickworth Village Hall, Village Street, Grantham NG34 0TD | |
| Lincest | BW1 | Grantham & Stamford | The Crown & Anchor, Main Street, Welby, Grantham NG32 3LP | |
| Loveden | NA2 | Sleaford & North Hykeham | *Carlton Scroop Village Hall, Newark Lane, Carlton Scroop Grantham NG32 3AR | ND2; NF2 |
| Loveden | NB2 | Sleaford & North Hykeham | Claypole New Hall, Claypole Cof E Primary School, School Lane, Claypole, Newark NG23 5BH | |
| Loveden | NC2 | Sleaford & North Hykeham | *Stubton Village Hall, Fenton Road, Stubton, Newark NG23 5DB | NG2 |
| Loveden | ND2 | Sleaford & North Hykeham | *Carlton Scroop Village Hall, Newark Lane, Carlton Scroop Grantham NG32 3AR | NA2; NF2 |
| Loveden | NE2 | Sleaford & North Hykeham | Manor Farm Barn, Folly Lane, Hough-On-The-Hill, Grantham NG32 2BA | |
| Loveden | NF2 | Sleaford & North Hykeham | *Carlton Scroop Village Hall, Newark Lane, Carlton Scroop, Grantham NG32 3AR | NA2; NF2 |
| Loveden | NG2 | Sleaford & North Hykeham | *Stubton Village Hall, Fenton Road, Stubton, Newark NG23 5DB | NC2 |
| Market & West Deeping | LG3 | South Holland & The Deepings | The Green School, Church Street, Market Deeping PE6 8DA | |
| Market & West Deeping | LH3 | South Holland & The Deepings | #*Deeping Community Centre, 2 Douglas Road, Market Deeping PE6 8PA | LS3 |
| Market & West Deeping | LI3 | South Holland & The Deepings | West Deeping Village Hall, King Street, West Deeping PE6 9HP | |
| Morkery | BJ1 | Grantham & Stamford | Castle Bytham Village Hall, Pinfold Road, Castle Bytham, Grantham NG 4RG | |
| Morkery | BK1 | Grantham & Stamford | North Witham Village Hall, North Witham, Grantham NG33 5JY | |
| Morkery | BL1 | Grantham & Stamford | South Witham Village Hall, Water Lane, South Witham, Grantham NG33 5RR | |
| Peascliffe | PB2 | Sleaford & North Hykeham | St. Sebastian's Cof E Primary School, High Street, Great Gonerby, Grantham NG31 8LB | |
| Ringstone | DA1 | Grantham & Stamford | The Hare & Hounds, 2 West Road, Haconby, Bourne PE10 0UZ | |
| Ringstone | DB1 | Grantham & Stamford | Morton (Bourne) Village Hall, High Street, Morton, Bourne PE10 0NR | |

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| Saxonwell | NS2 | Sleaford & North Hykeham | Long Bennington Village Hall, Main Road, Long Bennington, Newark NG23 5DJ | |
| Saxonwell | NT2 | Sleaford & North Hykeham | Dry Doddington Village Hall, Main Street, Dry Doddington NG23 5HU | |
| Saxonwell | NU2 | Sleaford & North Hykeham | Westborough Village Hall, Ease Lane, Westborough, Newark NG23 5HP | |
| St. Anne's | QA1 | Grantham & Stamford | Communal Room, Sandon Close, Sandon Road, Grantham NG31 9AX | |
| St. Anne's | QB1 | Grantham & Stamford | St. Anne's Church Hall, Harrowby Road, Grantham NG31 9ED | |
| St. Anne's | QC1 | Grantham & Stamford | #*Communal Room, Witham Place, Bridge End Road, Grantham NG31 6JX | WA1 |
| St. Anne's | QD1 | Grantham & Stamford | #*Witham Room, SKDC Council Offices, Civic Entrance, St.Peter's Hill, Grantham NG31 6PZ | RA1; TL1 |
| St. Georges | GA1 | Grantham & Stamford | Stamford Free Church, Kesteven Road, Stamford PE9 1SU | |
| St. Gerorges | GB1 | Grantham & Stamford | Communal Room, Edmonds Close, Stamford PE9 1XE | |
| St. Mary's | JA1 | Grantham & Stamford | Communal Room, Clare Close, Stamford PE9 2QA | |
| St. Mary's | JB1 | Grantham & Stamford | Stamford Arts Centre, 27 St.Mary's Street, Stamford PE9 2DL | |
| St. Wulfram's | UA1 | Grantham & Stamford | Cliffedale Primary School, Northcliffe Road, Grantham NG31 8DP | |
| St. Wulfram's | UB1 | Grantham & Stamford | Communal Room, Manners Street, Grantham NG31 8AR | |
| Stamford St. John's | KA1 | Grantham & Stamford | Malcolm Sargent Primary School, Empingham Road, Stamford PE9 2SR | |
| Thurlby | FA1 | Grantham & Stamford | Methodist School Room, High Street, Thurlby, Bourne PE10 0ED | |
| Toller | CA1 | Grantham & Stamford | Billingborough Village Hall, Chapel Street, Billingborough, Sleaford NG34 0QH | |
| Toller | CB1 | Grantham & Stamford | Folkingham Village Hall, Market Place, Folkingham, Sleaford NG34 0SE | |
| Toller | CC1 | Grantham & Stamford | Horbling Meeting Room, Spring Lane, Horbling, Sleaford NG34 0PL | |
| Truesdale | LA1 | Grantham & Stamford | #*Greatford Village Hall, Cariby Road, Greatford, Stamford PE9 4QA | DN1 |
| Truesdale | LB1 | Grantham & Stamford | The Barn, Main Street, Baston PE6 9PA | |
| Truesdale | LC1 | Grantham & Stamford | Langtoft Village Hall, 26 West End, Langtoft PE6 9LS | |
| Truesdale | LD1 | Grantham & Stamford | Tallington Village Hall, Main Road, Tallington, Stamford PE9 4RP | |
| Truesdale | LE1 | Grantham & Stamford | Uffington Village Hall, Main Road, Uffington, Stamford PE9 4RX | |
| Witham Valley | OK2 | Sleaford & North Hykeham | Allington Village Hall, Side Street, Allington, Grantham NG32 2DZ | |
| Witham Valley | OL2 | Sleaford & North Hykeham | Foston Village Hall, Church Street, Foston, Grantham NG32 2LG | |
| Witham Valley | OM2 | Sleaford & North Hykeham | *Hougham & Marston Village Hall, Frinkley Lane, Hougham, Grantham NG32 2JA | ON2 |
| Witham Valley | ON2 | Sleaford & North Hykeham | *Hougham & Marston Village Hall, Frinkley Lane, Hougham, Grantham NG32 2JA | OM2 |
| Witham Valley | OO2 | Sleaford & North Hykeham | Sedgebrook Social Club, Abbey Lane, Sedgebrook NG32 2EY | |

* indicates a Polling Place currently with more than one Polling District

indicates a Polling Place which currently includes a Polling District from another Ward

REPORT TO COUNCIL

REPORT OF: DEMOCRACY SERVICE MANAGER

REPORT NO.: DEM037

DATE: 21 JANUARY 2010

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| TITLE: | Draft programme of Council, Committee, and other meetings 2010 – 2011 for consultation purposes |
| FORWARD PLAN ITEM: | N/A |
| DATE WHEN FIRST APPEARED IN FORWARD PLAN: | N/A |
| KEY DECISION OR POLICY FRAMEWORK PROPOSAL: | N/A |

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| COUNCIL AIMS/ PORTFOLIO HOLDER NAME AND DESIGNATION: | COUNCILLOR RAY AUGER - DEMOCRATIC REPRESENTATION | |
| CORPORATE PRIORITY: | QUALITY ORGANISATION | |
| CRIME AND DISORDER IMPLICATIONS: | NONE | |
| FREEDOM OF INFORMATION ACT IMPLICATIONS: | This report is publicly available via the Local Democracy link on the Council's website: www.southkesteven.gov.uk | |
| INITIAL EQUALITY IMPACT ASSESSMENT | Carried out and appended to report? Not Applicable | Full impact assessment required? No |
| BACKGROUND PAPERS: | Draft timetable as appended | |

1. INTRODUCTION

Under Part 4 of the Constitution – Council Procedure rule 1 – it is the business of the annual Council meeting to approve a programme of ordinary meetings of

the Council for the year. However, from a practical point of view, a draft programme for the next municipal year is drawn up at the start of the calendar year. The purpose of this report is to give members an opportunity to be consulted on the proposed dates before the programme goes before the Council on 22 April 2010 for final approval.

2. RECOMMENDATION

The Council is to consider the draft programme of meetings as appended and make any comments or suggested revisions before it is submitted for final approval at the annual Council meeting.

3. DETAILS OF REPORT

The draft programme presented follows the pattern of meetings previously adopted and includes six scheduled meetings for the Scrutiny Committee.

To enable a Council resolution by the end of the calendar year for new statutory provisions under the Local Government and Public Involvement in Health Act 2007 the ordinary meeting of the Council normally held in late January has been scheduled for 9 December 2010.

The draft programme contains proposed dates for the Policy Development Co-ordination Group meetings but this is for members' awareness at this stage. These meetings will not appear in the final public version of the timetable.

A proposed date for the 2010 Parish Council conference in November 2010 has also been included given the success of previous events.

4. OTHER OPTIONS CONSIDERED AND ASSESSED

Under the Local Government Act 1972, the Council must hold an annual meeting. The Constitution states that the Cabinet must meet at least 12 times a year and the Development Control Committee must meet with such frequency in order to determine applications within the statutory timeframe – usually on a 3 week cycle.

5. COMMENTS OF SECTION 151 OFFICER

This is an opportunity for members to make suggestions and proposals for the 2010/11 meetings programme timetable. I have no specific financial comments to make.

6. COMMENTS OF MONITORING OFFICER

It is appropriate that members are consulted on the proposed timetable. It is proposed the final draft timetable be put to Council at its meeting on 22 April 2010 for approval. Any comments should be made to the Democracy Services Manager well before the date for the deadline for submission of reports to Council on 9 April 2010.

7. CONTACT OFFICER

Lena Shuttlewood: Democracy Service Manager
l.shuttlewood@southkesteven.gov.uk

REPORT TO COUNCIL

REPORT OF: THE LEADER

REPORT NO: CAB014

DATE: 21 JANUARY 2010

| | | |
|---|---|--|
| TITLE: | Leader's Report on an Urgent Non Key Decision | |
| 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 number PLA795 | |

1. RECOMMENDATION

Members are asked to note this decision in accordance with Access to Information Procedure Rule 17.3

2. PURPOSE OF THE REPORT

This report is to inform the Council of a non key decision taken since the last report to Council on 3 September 2009 under Access to Information Procedure Rule 23.4.

3. DETAILS OF REPORT

3.1 Urgent non key decision made on 9 November 2009 by the Economic Development Portfolio Holder.

Decision:

That approval is granted to appoint Levvel to undertake an Affordable Housing Viability Assessment

The reasons for urgency were: Following submission of the District Council's Core strategy Development Plan Document (DPD) to the Secretary of State, the Inspector appointed to examine the DPD in January 2010 has notified the council of concerns about the lack of a viability assessment of the targets and thresholds in Policy H3 (the council's approach to the provision of affordable housing). This assessment is required in order to inform the examination into the soundness of this aspect of the Core Strategy.

Five consultancies experienced in this field were invited to supply quotations, of which four submitted a proposal. Following evaluation, Levvel emerged as the preferred consultancy to undertake this work. The commissioning of Levvel's services needed to proceed at the earliest opportunity so that the viability assessment can be completed before the hearing sessions of the examination process in January 2010.

4. OTHER OPTIONS CONSIDERED

As set out in report number PLA795.

5. RESOURCE IMPLICATIONS

As set out in report number PLA795.

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

As set out in report number AFM795.

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. APPENDICES: None.