

# AGENDA



## CABINET

**MONDAY, 2 DECEMBER 2013**

**11.00 AM**

**COUNCIL CHAMBER - COUNCIL OFFICES, ST. PETER'S HILL,  
GRANTHAM. NG31 6PZ**

Beverly Agass, Chief Executive

**MEMBERS:** Councillor Mrs. Linda Neal (Leader/Portfolio: Policy, Strategy and Strategic Partnerships), Councillor Paul Carpenter (Deputy Leader & Portfolio: Governance & Communication), Councillor Mrs Frances Cartwright (Portfolio: Grow the Economy and Economic Development), Councillor John Smith (Portfolio: Healthy Environment), Councillor Mike Taylor (Portfolio: Strategic Resources - Well Run Council), Councillor Terl Bryant (Portfolio: Good Housing) and Councillor Bob Adams (Portfolio: Arts and Leisure)

Committee Support Officer: Lucy Bonshor      Tel: 01476 40 61 20  
E-mail: [l.bonshor@southkesteven.gov.uk](mailto:l.bonshor@southkesteven.gov.uk)

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

### 1. APOLOGIES

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- 2. MINUTES**
- 3. DISCLOSURE OF INTERESTS (IF ANY)**
- 4. \*APPROVAL OF COUNCIL TAX BASE 2014/15**  
Report HOF261 by the Head of Finance.  
(Enclosure)
- 5. \*FEES AND CHARGES PROPOSALS 2014/15**  
Report HOF258 by the Head of Finance.  
(Enclosure)
- 6. \*RESIDENTS PARKING SCHEME**  
Report PD011 by the Head of Property Development.  
(Enclosure)
- 7. MATTERS REFERRED TO CABINET BY THE COUNCIL, SCRUTINY COMMITTEE OR THE POLICY DEVELOPMENT GROUPS**
- 8. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.**
- 9. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**
- 10. ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**



**MEETING OF THE CABINET**  
**11 NOVEMBER 2013 - 11.30 AM – 11.38 AM**

**PRESENT:**

**Councillor Paul Carpenter**  
**Councillor Mrs Frances Cartwright**  
**Councillor Mike Taylor**  
**Councillor Terl Bryant**  
**Councillor Bob Adams**

**Councillor Mrs. Linda Neal - Chairman**

**Chief Executive (Beverly Agass)**  
**Strategic Director Corporate Focus/Section 151 Officer**  
**(Daren Turner)**  
**Strategic Director Community & Environment Focus**  
**(Tracy Blackwell)**  
**Head of Community Assets (Paul Stokes)**  
**Service Manager Property Service (Liz Banner)**  
**Monitoring Officer (Lucy Youles)**  
**Cabinet Support Officer (Lucy Bonshor)**

**CO22. APOLOGIES**

An apology for absence was received from Councillor John Smith.

**CO23. MINUTES**

The decisions from the meeting held on 7th October were agreed as a correct record of the decisions taken.

**CO24. DISCLOSURE OF INTERESTS (IF ANY)**

None disclosed.

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CO25. \*HOUSING ASSET MANAGEMENT STRATEGY

**Decision**

**Cabinet approves the Housing Asset Management Strategy 2013-2018.**

Considerations/reason for decision:

- 1) Report RIM0321 from the Service Manager Property Services.
- 2) The Housing Management Strategy 2013-2018 had been developed to inform both the strategic medium and long term approach to maintaining, improving and developing SKDC's housing assets.
- 3) Consultation had been undertaken with the Portfolio Holder, Cabinet, the Resources PDG and the Tenant Review Group.
- 4) The strategy had been based around two key areas, Property and Service Standards and Stock Portfolio Management and contained seven priorities: Our Standard, Energy Efficiency, Repair and Maintenance, Meeting Particular Needs, Business Resilience, Development Potential and Managing Opportunities and Liabilities.
- 5) As a provider of housing accommodation the Council had a duty under the Housing Act 1985, the reform agenda proposed by the Localism Act 2011 and other relevant legislation. The proposed strategy and standards reflected and assisted the delivery of those duties.
- 6) Comments made by the Portfolio Holder and reiterated by the Leader on the amount of work that had gone into the document.
- 7) Comments made by the Portfolio Holder, Governance and Communication on the "common sense" approach within the document.
- 8) The document was part of a series of documents with the next document coming forward being the Housing Revenue Account Business Plan.

**DATE DECISIONS EFFECTIVE:**

Decision CO25 as made on 11th November 2013 can be implemented on Wednesday 20th November 2013 unless subject to call-in by the Scrutiny Committee Chairman or any five members of the Council from any political group.

**South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham,  
Lincolnshire NG31 6PZ**

**Contact: Cabinet Support Officer - Lucy Bonshor Tel: 01476 40 61 20  
e-mail: [l.bonshor@southkesteven.gov.uk](mailto:l.bonshor@southkesteven.gov.uk)**

## REPORT TO CABINET

**REPORT OF:** Head of Finance

**REPORT NO:** HOF261

**DATE:** 2<sup>nd</sup> December 2013

<b>TITLE:</b>	<b>COUNCIL TAX BASE 2014/15</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Mike Taylor Resources and Assets Portfolio Holder	
<b>CONTACT OFFICER:</b>	Richard Wyles Head of Finance 01476 406210 <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required: N/A
<b>Equality and Diversity</b>		
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>		

### 1. RECOMMENDATION

Cabinet is recommended to approve:

1. The adjusted Council Tax base for 2014/15 to be set at 43,522.4 Band D equivalent properties.
2. The adjusted Council tax base for each parish as set out in Appendix A.
3. The distribution of the Local Council Tax Support grant for 2014/15 be established that ensures no parish or town council is better or worse off than the Council Tax base position as set out in Appendix A.

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

The requirements of the Local Government Finance Act 1992 amended by s84 of the Local Government Act 2003 allow each local authority to make its own arrangements for adopting the Council Tax base. The Local Authorities (Calculation of Council Tax

Base) (England) Regulations 2012 (SI 2012:2914) provides amended statutory guidance to incorporate the changes as a result of the introduction of the Local Council Tax Support Scheme.

The report is a component of setting the Council Tax for the forthcoming financial year and forms a key part of the Councils funding stream in order to meet its service delivery requirements in 2014/15. The setting of a realistic and prudent collection rate for Council Tax in 2014/15 is an essential component of the overall budget strategy. This is particularly necessary following the introduction of the Local Council Tax Support Scheme (LCTSS) in 2013/14 which introduced a number of new Council Tax payers as a result of the maximum 80% eligibility. There has been an increase in the levels of recovery activity during the year in order to provide the level of customer support. It is anticipated the collection rate of 98.3% will be achieved for this year and form the basis of the collection rate for the following year.

### 3. DETAILS OF REPORT

The Council Tax varies between the different bands according to proportions laid down in legislation. These proportions are based around Band D, and are fixed so that the bill for a dwelling in Band A will be a third of the bill for a dwelling in Band H. Applying the relevant proportion to each bands net property base produces the number of 'band D equivalent' properties for the area.

In determining the Council Tax Base for 2014/15, there are a number of factors that have been taken into consideration;

- The calculation of the tax base for parish purposes is based on the number of properties at 10<sup>th</sup> September 2013 and the discounts applicable on 1<sup>st</sup> October 2013 as prescribed by legislation.
- Then adjusting for assumed reductions in the tax base as a result of the move to the LCTSS

The table below summarises the position with the proposed tax base for South Kesteven 2014/15 is 43,522.4 Band D equivalents and Appendix A outlines the analysis of the figures at a Parish Level in terms of their individual Band D equivalents.

**Table 1: Tax Base 2014/15 – Band D Equivalents**

Total Band D Equivalents	48,103.1
Impact of LCTSS Discounts and Work Incentive	(4,580.7)
<b>Total Band D Equivalent properties – with LCTS Scheme</b>	<b>43,522.4</b>

#### Government Funding for Parishes

As set out in Table 1, the introduction of the LCTSS reduces the tax base and therefore the Council Tax income collected by individual precepting bodies. Alongside this it will also impact on the local precepting authorities (Parish and Town Councils) ability to raise their own precepts which based on a standstill position would be lower. The Government, through the revenue grant allocation, provides funding to support the shortfall at parish level. As there is no mechanism to make payments directly to Parish or Town Councils the Council has implemented a methodology to allocate the parish element of the grant.

Appendix A shows how the forecast parish element of the LCTSS grant should be distributed. The proposal for the distribution of the grant is in line with the methodology agreed last year. Due to the variations across each parish in terms of Council Tax support claimants there would be some parishes which would disproportionately gain or lose based on a simplified pro-rata share basis. Therefore it is recommended that the methodology is consistent with the method used last year where no parish gains or loses as a result of the grant distribution. It should be noted that the recommended grant distribution merely ensures that the parish is no better or worse off than it was assuming a nil % precept on its 2014/15 base. The total grant allocation is £95,848 which is in line with the budgeted amount for 2014/15.

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

None applicable

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

None applicable

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

None applicable

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

None applicable

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

None applicable

#### **9. COMMENTS OF FINANCIAL SERVICES**

My comments are included in the report.

#### **10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

The Cabinet's approval of the council tax base detailed in this report is required in accordance with the legislation referred to.

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

None Applicable

#### **12. APPENDIX**

Appendix A – Parish Grant allocation

	Total Band D Equivalents 2014/15	Impact of LCTS	Adjusted Band D Equivalents 2014/15	2013/14 Parish Band D Charge	Precept based on zero increase	2014/15 parish Grant Allocations	Total Parish Income	2013/14 Precept Amount
Grantham combined	11,472.5	(1,648.66)	<b>9,823.84</b>	£5.22	£51,280	<b>£7,720</b>	£59,000	£59,000
Stamford combined	7,304.2	(682.77)	<b>6,621.43</b>	£61.38	£406,423	<b>£31,355</b>	£437,778	£437,778
Bourne Combined	5,248.7	(446.83)	<b>4,801.87</b>	£25.47	£122,304	<b>£5,363</b>	£127,667	£127,667
Allington	365.0	(29.27)	<b>335.73</b>	£41.67	£13,990	<b>£1,010</b>	£15,000	£15,000
Ancaster	586.6	(56.63)	<b>529.97</b>	£45.09	£23,896	<b>£2,460</b>	£26,356	£26,356
Aslackby	112.6	(10.11)	<b>102.52</b>	£21.69	£2,224	<b>£284</b>	£2,508	£2,508
Barholm & Stowe	36.4	(3.65)	<b>32.79</b>	£8.46	£277	<b>£23</b>	£300	£300
Barkston and Syston combined	267.8	(24.73)	<b>243.04</b>	£33.57	£8,159	<b>£666</b>	£8,825	£8,825
Barrowby	726.2	(53.54)	<b>672.69</b>	£48.87	£32,874	<b>£2,626</b>	£35,500	£35,500
Baston	548.7	(27.79)	<b>520.94</b>	£19.71	£10,268	<b>£532</b>	£10,800	£10,800
Belton & Manthorpe	205.6	(5.65)	<b>199.92</b>	£3.60	£720	<b>£30</b>	£750	£750
Billingborough	499.0	(57.32)	<b>441.69</b>	£27.54	£12,164	<b>£1,257</b>	£13,421	£13,421
Bitchfield	58.9	(5.89)	<b>52.96</b>	£0.00	£0	<b>£0</b>	£0	£0
Boothby Pagnell	63.2	(3.68)	<b>59.51</b>	£3.87	£230	<b>£20</b>	£250	£250
Braceborough & Wilsthorpe	140.2	(1.97)	<b>138.22</b>	£17.55	£2,426	<b>£0</b>	£2,426	£2,394
Braceby, Humby, Ropsely, Sapperton combined	344.7	(33.56)	<b>311.15</b>	£17.55	£5,461	<b>£539</b>	£6,000	£6,000
Burton Coggles	40.6	(4.15)	<b>36.45</b>	£3.60	£131	<b>£19</b>	£150	£150
Careby	72.4	(0.25)	<b>72.11</b>	£14.94	£1,077	<b>£0</b>	£1,077	£1,000
Carlby	212.8	(11.92)	<b>200.91</b>	£29.52	£5,931	<b>£369</b>	£6,300	£6,300
Carlton Scroop and Normanton combined	129.9	(12.43)	<b>117.48</b>	£51.66	£6,069	<b>£611</b>	£6,680	£6,680
Castle Bytham	306.7	(19.31)	<b>287.41</b>	£29.97	£8,614	<b>£386</b>	£9,000	£9,000
Caythorpe & Frieston	543.4	(37.57)	<b>505.88</b>	£52.38	£26,498	<b>£1,752</b>	£28,250	£28,250
Claypole	520.9	(24.01)	<b>496.92</b>	£32.13	£15,966	<b>£284</b>	£16,250	£16,250
Colsterwoth, Gunby & Stainby, North Witham combined	776.9	(68.74)	<b>708.15</b>	£37.71	£26,704	<b>£1,121</b>	£27,825	£27,825
Corby Glen & Birkholme	413.6	(32.18)	<b>381.41</b>	£27.54	£10,504	<b>£496</b>	£11,000	£11,000
Counthorpe & Creeton	34.1	(6.84)	<b>27.25</b>	£0.00	£0	<b>£0</b>	£0	£0
Deeping St James	2,506.9	(184.85)	<b>2,322.04</b>	£39.60	£91,953	<b>£5,728</b>	£97,681	£97,681
Denton	128.4	(10.49)	<b>117.91</b>	£21.69	£2,558	<b>£92</b>	£2,650	£2,650
Dowsby	60.9	(7.98)	<b>52.88</b>	£31.95	£1,690	<b>£310</b>	£2,000	£2,000
Dunsby	47.2	(3.47)	<b>43.72</b>	£12.87	£563	<b>£37</b>	£600	£600
Easton and Stoke Rochford combined	91.9	(10.25)	<b>81.62</b>	£26.28	£2,145	<b>£155</b>	£2,300	£2,300
Edenham	114.8	(11.02)	<b>103.79</b>	£24.30	£2,522	<b>£228</b>	£2,750	£2,750
Fenton	59.7	(2.82)	<b>56.87</b>	£5.31	£302	<b>£0</b>	£302	£300
Folkingham	298.4	(33.80)	<b>264.58</b>	£23.31	£6,167	<b>£833</b>	£7,000	£7,000
Foston	219.9	(10.07)	<b>209.88</b>	£41.22	£8,651	<b>£349</b>	£9,000	£9,000
Fulbeck	228.1	(16.89)	<b>211.25</b>	£29.79	£6,293	<b>£257</b>	£6,550	£6,550
Greatford	127.0	(3.44)	<b>123.52</b>	£23.13	£2,857	<b>£71</b>	£2,928	£2,928
Great Gonerby	804.1	(103.19)	<b>700.90</b>	£33.57	£23,529	<b>£3,671</b>	£27,200	£27,200
Great Ponton	138.6	(19.76)	<b>118.83</b>	£40.23	£4,780	<b>£470</b>	£5,250	£5,250

Haconby & Stainfield	193.2	(14.01)	<b>179.23</b>	£4.14	£742	<b>£58</b>	£800	£800
Harlaxton	340.7	(14.73)	<b>325.93</b>	£47.16	£15,371	<b>£629</b>	£16,000	£16,000
Heydour	153.8	(5.08)	<b>148.75</b>	£32.49	£4,833	<b>£186</b>	£5,019	£5,019
Honington	69.4	(4.48)	<b>64.95</b>	£0.00	£0	<b>£0</b>	£0	£0
Horbling	167.5	(20.12)	<b>147.40</b>	£0.00	£0	<b>£0</b>	£0	£0
Hougham	81.7	(2.16)	<b>79.53</b>	£14.94	£1,188	<b>£12</b>	£1,200	£1,200
Hough-on-the-Hill	169.0	(10.58)	<b>158.43</b>	£32.76	£5,190	<b>£302</b>	£5,492	£5,492
Ingoldsby	116.4	(7.94)	<b>108.48</b>	£20.07	£2,177	<b>£123</b>	£2,300	£2,300
Irnham	106.1	(0.37)	<b>105.71</b>	£9.54	£1,008	<b>£0</b>	£1,008	£1,000
Kirkby Underwood	83.2	(6.30)	<b>76.95</b>	£11.79	£907	<b>£93</b>	£1,000	£1,000
Langtoft	762.0	(27.88)	<b>734.16</b>	£26.55	£19,492	<b>£508</b>	£20,000	£20,000
Lenton	68.0	(2.93)	<b>65.08</b>	£5.94	£387	<b>£13</b>	£400	£400
Little Bytham	113.0	(7.40)	<b>105.58</b>	£33.30	£3,516	<b>£234</b>	£3,750	£3,750
Little Ponton & Stroxton	72.1	(8.32)	<b>63.78</b>	£8.37	£534	<b>£66</b>	£600	£600
Londonthorpe & Harrowby without combined	1,745.0	(102.55)	<b>1,642.49</b>	£16.02	£26,313	<b>£1,687</b>	£28,000	£28,000
Long Bennington	928.2	(54.13)	<b>874.08</b>	£40.77	£35,636	<b>£1,139</b>	£36,775	£36,775
Market Deeping	2,135.7	(208.31)	<b>1,927.36</b>	£87.66	£168,952	<b>£11,289</b>	£180,241	£180,241
Marston	155.1	(10.52)	<b>144.59</b>	£29.79	£4,307	<b>£193</b>	£4,500	£4,500
Morton & Hanthorpe	846.9	(62.40)	<b>784.53</b>	£14.40	£11,297	<b>£703</b>	£12,000	£12,000
Old Somerby	91.2	(5.37)	<b>85.85</b>	£19.98	£1,715	<b>£135</b>	£1,850	£1,850
Pickworth	77.1	(3.40)	<b>73.71</b>	£6.84	£504	<b>£0</b>	£504	£500
Pointon	204.1	(20.57)	<b>183.57</b>	£26.10	£4,791	<b>£376</b>	£5,167	£5,167
Rippingale	350.4	(26.97)	<b>323.41</b>	£50.94	£16,474	<b>£1,116</b>	£17,590	£17,590
Sedgebrook	145.1	(3.14)	<b>141.92</b>	£31.05	£4,407	<b>£93</b>	£4,500	£4,500
Skillington	137.6	(9.34)	<b>128.26</b>	£33.30	£4,271	<b>£329</b>	£4,600	£4,600
South Witham	498.2	(62.27)	<b>435.93</b>	£47.70	£20,794	<b>£2,566</b>	£23,360	£23,360
Stubton	75.6	(4.26)	<b>71.36</b>	£14.58	£1,040	<b>£60</b>	£1,100	£1,100
Swayfield	145.5	(7.15)	<b>138.36</b>	£19.71	£2,727	<b>£163</b>	£2,890	£2,890
Swinstead	93.7	(21.40)	<b>72.28</b>	£34.65	£2,504	<b>£596</b>	£3,100	£3,100
Tallington	208.7	(16.34)	<b>192.36</b>	£19.35	£3,722	<b>£171</b>	£3,893	£3,893
Thurlby	819.7	(41.35)	<b>778.39</b>	£18.36	£14,291	<b>£709</b>	£15,000	£15,000
Toft Lound & Manthorpe	137.8	(1.72)	<b>136.12</b>	£0.00	£0	<b>£0</b>	£0	£0
Uffington	321.2	(9.63)	<b>311.58</b>	£9.27	£2,888	<b>£112</b>	£3,000	£3,000
Welby	80.7	(3.31)	<b>77.38</b>	£19.89	£1,539	<b>£6</b>	£1,545	£1,545
Westborough & Dry Doddington	154.5	(10.06)	<b>144.42</b>	£11.52	£1,664	<b>£86</b>	£1,750	£1,750
West Deeping	125.9	(12.66)	<b>113.28</b>	£34.65	£3,925	<b>£375</b>	£4,300	£4,300
Witham-on-the-Hill	99.5	(4.90)	<b>94.60</b>	£17.82	£1,686	<b>£114</b>	£1,800	£1,800
Woolsthorpe	151.7	(17.77)	<b>133.91</b>	£32.85	£4,399	<b>£601</b>	£5,000	£5,000
Wyville cum Hungerton	20.0	(1.39)	<b>18.62</b>	£21.06	£392	<b>£8</b>	£400	£400
<b>Total by Billing Area</b>	<b>48,103.08</b>	<b>(4,580.70)</b>	<b>43,522.4</b>		<b>£1,343,787</b>	<b>£95,848</b>	<b>£1,439,635</b>	<b>£1,439,635</b>

## REPORT TO CABINET

**REPORT OF: HEAD OF FINANCE**

**REPORT NO: HOF258**

**DATE: 2<sup>ND</sup> December 2013**

<b>TITLE:</b>	<b>FEES AND CHARGES PROPOSALS 2014/15</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	None	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Cllr Mike Taylor Assets and Resources Portfolio Holder	
<b>CONTACT OFFICER:</b>	Richard Wyles, Head of Finance <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a> 01476406210	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required:
<b>Equality and Diversity</b>		No
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>		

### 1. RECOMMENDATION

Cabinet is asked to approve the following fees and charges for their inclusion into the budget framework proposals for 2014/15:

- Car Parking – maintain current parking tariffs
- Bus stations – inflationary increase only
- Grantham cycle centre – inflationary increase only
- Building Control – increase in hourly to achieve service breakeven
- Markets – inflationary increase to Stamford and Bourne market charges
- Arts centres – inflationary increase only
- Corn Exchange – maintain current charges
- Green waste collection – maintain current charges
- Bulky waste collection – increase by £1 for first item collected
- Licensing – increase in line with achieving service breakeven
- Outdoor recreation – inflationary increase only

- Grantham cemetery – inflationary increase only
- Land Charges – inflationary increase
- Pre-planning advice – inflationary increase but maintain current charge for householder advice

All to be effective from 1<sup>st</sup> April 2014.

## **2. PURPOSE OF THE REPORT**

- 2.1 The fees and charges proposals for 2014/15 have been compiled by the Resources PDG and need to be taken into consideration as part of the budget compilation for the 2014/15 budget framework.

## **3. DETAILS OF REPORT**

- 3.1 The Resources PDG have been reviewing fees and charges as a key element of their 2013/14 work plan and have previously developed a corporate fees and charges framework which was approved by Cabinet in October 2012. To further support the work the PDG has fully utilised the fees and charges benchmarking report that was compiled by Deloitte which assisted in identifying variances in charges and opportunities to review pricing strategies.

Service managers have been utilising the framework and the benchmarking toolkit to undertake a fundamental review of the current published fees. The proposed fees for 2014/15 were considered by the PDG at a member workshop on 1 November 2013 and the outcomes of the workshop are provided in the report. The combined income being generated from the proposals, based on current activity levels, is £20,000 which will contribute to the increase in the operational costs.

### **3.2 Car parking**

Members considered the proposals in detail at their meeting on 3 October 2013 and recommended that car parking charges remain at the current level for 2014/15 in order to allow time for a comprehensive review of all car parking (on-street, off-street and private sector provision) specifically to understand the behaviour changes that have occurred following the introduction of civilian parking enforcement in South Kesteven.

### **3.3 Bus stations**

Members noted the last increase was in April 2011 and to ensure service costs are recouped it is recommended to apply an inflationary increase to departure charges from April 2014.

### **3.4 Cycle centres**

It is recommended to increase the charges by 50p on small locker charge and £1 on big locker charge. This increase reflects the projected increase in the operational costs of the facility.

### 3.5 Building control

Given the difficult trading environment the service operates in, it is necessary to review the hourly rate charge in order to achieve a break-even trading position. It is also recommended to publish only indicative rates but to allow the service to negotiate rates (where permitted) based on the nature of the works to be undertaken.

### 3.6 Markets

Members considered the market pitch rates and were reminded that Grantham market was implementing a recovery plan following the improvements works in the Market Plan and Wide Westgate which caused disruption to the service for a temporary period. Therefore it is recommended to maintain rates at the current level for 2014/15 but apply inflationary increases to Stamford and Bourne charges.

### 3.7 Cultural/Arts Centres/Bourne Corn Exchange

It is proposed to apply inflationary increases at both arts centres but maintain current charges at Bourne Corn Exchange as the service is in the process of attracting back customers following the temporary closure of the facility for the Access Point works.

### 3.8 Street scene

Members were supportive of maintaining existing fees for the Green Waste service but recommended a modest increase of £1 to bulky waste collection (first item only) reflecting that the charge had not been increased since 2003 and service costs had increased since the last review.

### 3.9 Environmental Health fees

It is recommended to apply inflationary increases in order to maintain a cost recovery position but to introduce a new charge in respect of the first night kennelling charge – this is to be set at a level that will recover the administration and associated kennelling costs.

### 3.10 Licences – General

The charges are based on a cost-recovery model and it is proposed inflationary increases are applied to maintain a cost recovery position. However some charges proposed are slightly higher than inflation (knowledge test, admin charge and animal licence) to ensure the costs incurred in providing these services are recovered.

### 3.11 Licences – gambling

It is recommended to apply inflationary increases to gambling licences specifically bingo, adult gaming, family entertainment centres, betting premises and miscellaneous licences to achieve a cost recovery position.

### 3.12 Outdoor recreation

It is recommended to increase charges in line with inflation for the 2014/15 financial year in order to reflect the increase in operational costs of providing the service, specifically grounds maintenance.

### 3.13 Grantham Cemetery – Special Expense Area

It is recommended to increase charges in line with inflation for the 2014/15 financial year in order to reflect the increase in operational costs of providing the service, specifically grounds maintenance.

### 3.14 Land charges

It is recommended to increase charges in line with inflation for the 2014/15 financial year in order to maintain a full cost recovery position.

### 3.15 Planning – pre-planning charges

These charges were introduced in April 2013 and have been successfully implemented in the year. It is proposed to apply an inflationary increase to the published charges but to maintain the householder charge at the current level.

Charges that are proposed to increase in line with inflation are based on the September 2013 RPI figure of 3.1%.

## **4. OTHER OPTIONS CONSIDERED**

N/A

## **5. RESOURCE IMPLICATIONS**

The fees and charges are compiled as part of the budget setting process.

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

N/A

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

This will be considered as part of the introduction of the changes in fees and charges.

**8. CRIME AND DISORDER IMPLICATIONS**

None

**9. COMMENTS OF FINANCIAL SERVICES**

Financial considerations are included in the report.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

The Council has the power to charge for the delivery of discretionary services in accordance with s.93 of the Local Government Act 2003. The power to charge is available provided the income received does not exceed the cost of the provision of the service.

**11. APPENDICES:**

Proposed fees and Charges 2014/15

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>CAR PARKS - GRANTHAM</b>				
1	SHORT STAY (EXCEPT WHARF ROAD)				
	Up to 30 mins	01/04/10	0.50	0.50	Inclusive
	Up to 1 hour	01/04/10	0.80	0.80	Inclusive
	Up to 2 hours	01/04/10	1.30	1.30	Inclusive
	Up to 3 hours	01/04/10	1.80	1.80	Inclusive
	Up to 4 hours	01/04/10	3.00	3.00	Inclusive
	Over 4 hours	01/04/10	4.00	4.00	Inclusive
	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/10	0.50	0.50	Inclusive
	Up to 1 hour	01/04/10	0.80	0.80	Inclusive
	Up to 2 hours	01/04/10	1.30	1.30	Inclusive
	Up to 3 hours	01/04/10	1.80	1.80	Inclusive
	Up to 4 hours	01/04/10	6.00	6.00	Inclusive
	Over 4 hours	01/04/10	8.00	8.00	Inclusive
2	LONG STAY				
	Up to 3 hours	01/04/10	1.80	1.80	Inclusive
	Up to 4 hours	01/04/10	2.50	2.50	Inclusive
	All day	01/04/10	3.00	3.00	Inclusive
3	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per quarter	01/04/10	99.00	99.00	Inclusive
	Per 6 months	01/04/10	190.00	190.00	Inclusive
4	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per quarter	01/04/10	120.00	120.00	Inclusive
	Per 6 months	01/04/10	230.00	230.00	Inclusive
	Season Ticket Discount Offer	Purchase	Additional Tickets Free		
		4	1.00		
		8	2.00		
		15	5.00		
5	PENALTY CHARGE NOTICES				
	Failure to display	01/04/13	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	35.00	35.00	O/Scope
	Parking for longer etc	01/04/13	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	25.00	25.00	O/Scope

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>CAR PARKS - STAMFORD</b>				
1	SHORT STAY				
	Up to 30 mins	01/04/10	0.50	0.50	Inclusive
	Up to 1 hour	01/04/10	0.80	0.80	Inclusive
	Up to 2 hours	01/04/10	1.30	1.30	Inclusive
	Up to 3 hours	01/04/10	1.80	1.80	Inclusive
	Up to 4 hours	01/04/10	3.00	3.00	Inclusive
	Over 4 hours	01/04/10	4.00	4.00	Inclusive
2	LONG STAY				
	Up to 3 hours	01/04/10	1.80	1.80	Inclusive
	Up to 4 hours	01/04/10	2.50	2.50	Inclusive
	All day	01/04/10	3.00	3.00	Inclusive
3	COACH PARKING (ALL DAY) Cattle Market	01/04/10	10.00	10.00	Inclusive
4	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per quarter	01/04/10	99.00	99.00	Inclusive
	Per 6 months	01/04/10	190.00	190.00	Inclusive
5	LONG STAY SEASON TICKETS (Monday to Saturday)				
	Per quarter	01/04/10	120.00	120.00	Inclusive
	Per 6 months	01/04/10	230.00	230.00	Inclusive
	Season Ticket Discount Offer				
		Purchase	Additional Tickets Free		
		4	1.00		
		8	2.00		
		15	5.00		
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/13	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	35.00	35.00	O/Scope
	Parking for longer etc	01/04/13	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/13	25.00	25.00	O/Scope

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>BUS STATION - GRANTHAM</b>				
1	Per Departure	01/04/11	0.75	0.77	Inclusive
2	<u>Minimum Charge</u> 1-75 departures per annum	01/04/11	50.00	51.00	Inclusive
	<b>BUS STATION - STAMFORD</b>				
3	Per Departure	01/04/11	0.75	0.77	Inclusive
4	<u>Minimum Charge</u> 1-75 departures per annum	01/04/11	50.00	51.00	Inclusive
	<b>BUS STATION - BOURNE</b>				
5	Per Departure	01/04/11	0.75	0.77	Inclusive
6	<u>Minimum Charge</u> 1-75 departures per annum	01/04/11	50.00	51.00	Inclusive

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
<b>CYCLE CENTRE AT ST CATHERINE'S ROAD GRANTHAM</b>					
1	<u>13 weeks charge</u>				
	Small locker	01/04/14	27.00	27.50	Inclusive
	Large locker	01/04/14	32.50	33.50	Inclusive
2	<u>26 weeks charge</u>				
	Small locker	01/04/14	42.00	43.00	Inclusive
	Large locker	01/04/14	53.00	54.50	Inclusive
3	<u>52 weeks charge</u>				
	Small locker	01/04/14	62.00	63.50	Inclusive
	Large locker	01/04/14	76.00	78.00	Inclusive
4	Deposit for entry key and locker key	01/04/14	10.80	11.00	Inclusive

Detail									
Category of work	Full Plans Application						Building Notice Applications		
	Plan Charge			Inspection Charge			Building Notice Charge		
	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £
Renovation of a thermal element to a single existing dwelling (eg external insulation)	180.00	36.00	216.00	NA	NA	NA	180.00	36.00	216.00
Replacement of windows/external doors of an existing dwelling (where all are replaced at the same time)	150.00	30.00	180.00	NA	NA	NA	150.00	30.00	180.00
Any electrical work to a dwelling other than a complete rewire	180.00	36.00	216.00	NA	NA	NA	180.00	36.00	216.00
Electrical work involving the complete re-wiring of an existing dwelling	250.00	50.00	300.00	NA	NA	NA	250.00	50.00	300.00
Removal of a single load bearing wall or chimney stack in an existing dwelling	180.00	36.00	216.00	NA	NA	NA	180.00	36.00	216.00
Installation of PV panels or solar heating system to an existing dwelling	150.00	30.00	180.00	NA	NA	NA	150.00	30.00	180.00
Installation of a controlled fitting to an existing dwelling	180.00	36.00	216.00	NA	NA	NA	180.00	36.00	216.00
Re-roofing of an existing dwelling	180.00	36.00	216.00	NA	NA	NA	180.00	36.00	216.00
Work for which the estimated cost is up to £2,000	180.00	36.00	216.00	NA	NA	NA	180.00	36.00	216.00
Work for which the estimated cost is over £2,000 and up to £5,000	225.00	45.00	270.00	NA	NA	NA	225.00	45.00	270.00

For any work not covered in the above table, please contact us on 01476 406187 or e-mail [bcontrol@southkesteven.gov.uk](mailto:bcontrol@southkesteven.gov.uk) for a quotation.

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>BUILDING CONTROL CHARGES</b>				
1	<u>Ordnance Survey Plans</u>				
	Building Regs application site plans				
	Scale 1 - 500 rural & urban (up to 6 No.)	01/04/14	10.25	10.55	Zero rated
	Scale 1 - 1250 rural & urban (up to 6 No.)	01/04/14	26.70	27.50	Zero rated
	Scale 1 - 1250 rural & urban (7-8 No.)	01/04/14	28.70	29.55	Zero rated
	Scale 1 - 1250 rural & urban (9-10 No.)	01/04/14	32.85	33.80	Zero rated
	Scale 1 - 1250 rural & urban (11 No.)	01/04/14	36.95	38.05	Zero rated
	Scale 1 - 2500 rural & urban (up to 6 No.)	01/04/14	26.70	27.50	Zero rated
	Scale 1 - 2500 rural & urban (7-8 No.)	01/04/14	28.70	29.55	Zero rated
	Scale 1 - 2500 rural & urban (9-10 No.)	01/04/14	32.85	33.80	Zero rated
	Scale 1 - 2500 rural & urban (11 No.)	01/04/14	36.95	38.05	Zero rated
	Scale 1 - 2500 urban starts at £52 (but this scale is not required)				
2	<u>Plans and drawings produced in Dept. - Copies</u>				
	Copies of building control notices are available upon request.				

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
<b>MARKETS - GRANTHAM</b>					
1	Standard Stall (3.05m x 1.22m)	01/04/12	21.50	21.50	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/12	23.50	23.50	Exempt
2	Pitch (3.05m x 3.05m)	01/04/12	20.00	20.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/12	20.50	20.50	Exempt
	Hot food units	01/04/12	23.50	23.50	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/12	6.40	6.40	Inclusive
	Large vehicles	01/04/12	9.80	9.80	Inclusive
<b>MARKETS - STAMFORD</b>					
4	Standard Stall (3.05m x 1.22m)	01/04/14	23.00	23.50	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/14	25.50	26.00	Exempt
5	Pitch (3.05m x 1.22m)	01/04/14	20.50	21.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/14	22.50	23.00	Exempt
	Hot food units	01/04/14	25.50	26.00	Exempt
6	Craft fair - Table	01/04/14	23.50	24.00	Exempt
7	Craft fair - Stall	01/04/14	28.50	29.00	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/14	6.40	6.50	Inclusive
	Large vehicles	01/04/14	9.80	10.00	Inclusive
<b>MARKETS - BOURNE</b>					
9	Standard Stall (3.05m x 1.22m)	01/04/12	18.50	18.50	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/12	19.50	19.50	Exempt
10	Pitch (3.05m x 3.05m)	01/04/12	15.50	15.50	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/12	15.50	15.50	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/12	6.40	6.40	Inclusive
	Large vehicles	01/04/12	9.80	9.80	Inclusive
12	Hire of stall for private function (collection only)*	01/04/12	10.30	10.60	Exempt
13	<b>FOR ALL MARKETS</b>				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/07	1.00	1.00	Exempt
	Fruit and Veg Excessive Waste Surcharge	01/04/10	£5 / Stall	£5 / Stall	

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>ARTSCENE MEMBERSHIP - ARTS CENTRES</b>				
1	<u>Annual membership</u>				
	Individual	01/04/13	19.00	19.00	Inclusive
	Double	01/04/13	24.00	24.00	Inclusive
	<b>STAGED PERFORMANCES</b>				
	The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
	<b>Guildhall Arts Centre, Grantham</b>				
2	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/14	292.00	300.00	Exempt
	Performances - Non Profit making	01/04/14	241.00	248.00	Exempt
	Dress rehearsals	01/04/14	191.00	196.00	Exempt
	Rehearsals (incl tech)	01/04/14	122.00	125.00	Exempt
	Lecture/demonstrations (Daytime)	01/04/14	90.00	92.00	Exempt
	Lecture/demonstrations (Evening)	01/04/14	196.00	201.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/14	122.00	125.00	Exempt
	<b>Stamford Arts Centre</b>				
2	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/14	308.00	317.00	Exempt
	Performances - Non Profit making	01/04/14	267.00	275.00	Exempt
	Dress rehearsals	01/04/14	191.00	196.00	Exempt
	Rehearsals (incl tech)	01/04/14	122.00	125.00	Exempt
	Lecture/demonstrations (Daytime)	01/04/14	90.00	92.00	Exempt
	Lecture/demonstrations (Evening)	01/04/14	196.00	201.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/14	122.00	125.00	Exempt
	Technical surcharge per hire	01/04/14	53.00	54.00	Exempt
3	<b>Bourne Corn Exchange</b>				
	<u>Theatre Hire - Main Hall</u>				
	Performances	01/04/13	118.00	118.00	Exempt
	Dress Rehearsals	01/04/13	93.00	93.00	Exempt
	Rehearsals	01/04/13	77.00	77.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/13	118.00	118.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
<b>WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE</b>					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
5	<b>Guildhall Arts Centre, Grantham</b>				
	<u>Casually let rooms (per hour)</u>				
	Ballroom - day rate up to 6pm	01/04/14	33.00	33.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm	01/04/14	53.00	54.00	Exempt
	Ballroom - whole evening 6 to 11pm parties	01/04/14	277.00	285.00	Exempt
	Ballroom - whole evening 6 to 11pm concerts	01/04/14	221.00	227.00	Exempt
	Ballroom - (all day) Wedding rate	01/04/14	431.00	443.00	Exempt
	Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/14	713.00	734.00	Exempt
	Use of ballroom kitchen per day	01/04/14	53.00	54.00	Exempt
	<u>Meeting rooms (per hour)</u>				
	Newton room	01/04/13	27.00	27.00	Exempt
	Studio 4	01/04/13	22.00	22.00	Exempt
6	<b>Bourne Corn Exchange</b>				
	<u>Casually let rooms</u>				
	Main hall - hourly rate	01/04/13	36.00	36.00	Exempt
	Main hall - Friday or Saturday whole evening 6pm-12pm incl prem rate	01/04/13	267.00	267.00	Exempt
	Main hall - (all day) 9am to 12pm excluding kitchen	01/04/13	420.00	420.00	Exempt
	Kitchen hire (use of kitchen area excluding equip)*	01/04/13	64.00	64.00	Exempt
	Kitchen hire (full use of kitchen and equipment including crockery and cutlery etc)*	01/04/13	120.00	120.00	Exempt
	Room set up or clear down (as per hourly rate or part thereof)	01/04/13	36.00	36.00	Exempt
	Room set up or clear down after midnight (as per hourly rate or part thereof)	01/04/13	51.00	51.00	Exempt
	Use of bar for functions when hirer providing bar for sale of alcohol	01/04/13	50.00	50.00	Exempt
7	<b>Stamford Arts Centre</b>				
	<u>Casually let rooms (per hour)</u>				
	Ballroom - day rate up to 6pm	01/04/14	33.00	33.00	Exempt
	Ballroom - hourly evening rate 6 to 11pm	01/04/14	53.00	54.00	Exempt
	Ballroom - whole evening 6 to 11pm parties	01/04/14	421.00	433.00	Exempt
	Ballroom - whole evening 6 to 11pm concerts	01/04/14	318.00	327.00	Exempt
	Function ballroom/Blue room - all day wedding rate	01/04/14	775.00	798.00	Exempt
	Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/14	1190.00	1225.00	Exempt
	<u>Meeting rooms - per hour</u>				
	Blue Room/Rehearsal evening	01/04/13	22.00	22.00	Exempt
	Blue Room/Rehearsal daytime	01/04/13	17.00	17.00	Exempt
	Ireson/Burley/Exeter Room evening	01/04/13	16.00	16.00	Exempt
	Ireson/Burley/Exeter Room daytime	01/04/13	14.00	14.00	Exempt
	Additional cleaning for social functions	01/04/14	58.00	59.00	Inclusive
	*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10				
<b>Performers Right Society charges may be applicable in addition to the above rates</b>					
<b>Room Hire</b>					
Meeting rooms and function halls may be available for hire at each venue, prices from £10 per hour off peak. Additional meeting rooms may be available at the main Council offices Grantham. Information available upon request.					

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
1	Green Waste				
	Green waste bin (joining fee, first bin only)	01/04/12	10.00	10.00	O/Scope
	Additional Green waste bin	01/04/10	26.00	26.00	O/Scope
	Annual collection charge (first bin)	01/04/12	25.00	25.00	O/Scope
	Annual collection charge (each subsequent bin)	01/04/12	10.00	10.00	O/Scope
2	Other street scene charges				
	Additional Silver recycling bin	01/04/10	26.00	26.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/10	1.25	1.25	O/Scope
	Replacement of damaged wheelie bins*	01/04/10	26.00	26.00	O/Scope
	Replacement of damaged wheels and axles*	01/04/10	20.00	20.00	O/Scope
	Replacement of bin lid pegs*	01/04/10	5.00	5.00	O/Scope
3	Domestic refuse collection				
	Bulk household items - first item	01/04/14	10.00	11.00	O/Scope
	- each additional item	01/04/03	5.00	5.00	O/Scope
	Fridge collection	01/04/14	10.00	11.00	O/Scope
	Provision of additional recycling bags (pack of 14)	01/04/10	5.00	5.00	O/Scope
4	Private street cleansing	01/04/10	Based on cost recovery		
	*Where bins have been damaged by the resident				

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>MOT Testing</b>				
1	<b>Classes 1 and 2</b>				
	Motorcycles	01/04/10	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/10	37.80	37.80	O/Scope
2	<b>Class 4</b>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/10	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/10	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/10	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/10	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/10	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/10	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/10	57.30	57.30	O/Scope
4	<b>Class 7</b>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/10	58.60	58.60	O/Scope
	<b>NOTES</b>				
	Fees fixed in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>ENVIRONMENTAL HEALTH</b>				
1	<b>Premise/Business registration fees</b>				
	Acupuncture	01/04/14	128.00	131.00	O/Scope
	Tattooing	01/04/14	128.00	131.00	O/Scope
	Electrolysis	01/04/14	128.00	131.00	O/Scope
	Cosmetic piercing	01/04/14	128.00	131.00	O/Scope
	Semi permanent skin colouring	01/04/14	128.00	131.00	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/14	64.00	65.00	O/Scope
	Amendment or replacement certificate	01/04/14	20.00	20.50	O/Scope
2	<b>Personal registration fees (Per activity)</b>				
	Acupuncture	01/04/14	64.00	65.00	O/Scope
	Tattooing	01/04/14	64.00	65.00	O/Scope
	Electrolysis	01/04/14	64.00	65.00	O/Scope
	Cosmetic piercing	01/04/14	64.00	65.00	O/Scope
	Semi permanent skin colouring	01/04/14	64.00	65.00	O/Scope
	Amendment or replacement certificate	01/04/14	20.00	20.50	O/Scope
3	<b><u>Unsound food</u></b>				
	Voluntary surrender certificate	01/04/14	35.00	36.00	Inclusive
4	<b><u>Frozen food exports</u></b>				
	Inspection and certification	01/04/14	70.00	72.00	Inclusive
	Certification only	01/04/14	26.00	26.50	Inclusive
5	<b><u>Control of dogs</u></b>				
	Collecting and detaining stray dogs	01/04/96	25.00	25.00	O/Scope
	Kenneling charge (First night) - New charge	01/04/14	N/A	25.00	O/Scope
	Kenneling charge (Each night thereafter)	01/04/14	15.20	15.60	O/Scope
6	<b><u>Vehicle salvage operators</u></b>				
	Application	01/04/14	79.00	81.00	O/Scope
	Renewal	01/04/14	66.00	67.00	O/Scope
7	<b><u>Scrap Metal</u></b>				
	Dealer initial licence	01/04/14	556.00	572.00	O/Scope
	Collector initial licence	01/04/14	145.00	149.00	O/Scope
	Dealer licence renewal	01/04/14	526.00	541.00	O/Scope
	Collector licence renewal	01/04/14	115.00	118.00	O/Scope
	Licence name change	01/04/14	20.00	20.50	O/Scope
	Copy of a licence	01/04/14	11.00	11.00	O/Scope
7	Dog fouling penalty	01/04/09	75.00	75.00	O/Scope
8	Litter - Fixed penalty notice	01/04/09	75.00	75.00	O/Scope
	<b>ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND</b>				
9	Enquiries	01/04/13	112.00	115.00	O/Scope
10	Private sector housing charges	01/04/12	Hourly Rate	Hourly Rate	O/Scope
11	Immigration inspections	01/04/12	Hourly Rate	Hourly Rate	O/Scope
12	<b>HOUSES OF MULTIPLE OCCUPATION</b>				
	Initial licence	01/04/13	420.00	432.00	O/Scope
	Renewal of licence	01/04/13	150.00	154.00	O/Scope

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>LICENCES</b>				
1	<u>Hackney Carriage and Private Hire</u>				
	Driver's licence - annual	01/04/14	80.00	82.40	O/Scope
	Dual licence - supplementary charge	01/04/14	12.50	12.80	O/Scope
	Driver's badge - replacement	01/04/14	12.00	12.30	O/Scope
	Lost plate replacement	01/04/14	36.00	37.00	Inclusive
	Replacement licence certificate	01/04/14	10.00	10.30	O/Scope
	Replacement of internal vehicle plate	01/04/14	5.00	5.10	O/Scope
	Transfer of vehicle ownership	01/04/14	23.00	23.60	O/Scope
	DVLA driver entitlement enquiry	01/04/13	5.00	5.00	O/Scope
	Knowledge test (initial and retest)	01/04/14	25.00	29.00	O/Scope
	<b>Annual vehicle licence:</b>				
	Private Hire	01/04/14	188.00	193.60	O/Scope
	Hackney Carriage	01/04/14	205.00	211.10	O/Scope
	*10% reduction for LPG/Hybrid vehicles				
	Private Hire operators licence - annual	01/04/14	100.00	103.00	O/Scope
2	Refund for unexpired days due to change of vehicle		Daily	Daily	
	Private Hire	01/04/14	0.52	0.53	O/Scope
	Hackney Carriage	01/04/14	0.56	0.57	O/Scope
3	One-off admin charge in respect of refund				
	Hackney Carriage	01/04/14	18.00	25.00	O/Scope
	Private Hire	01/04/14	17.00	25.00	O/Scope
4	<u>Animal Licences</u>				
	Animal Boarding Establishments	01/04/14	95.00	100.00	O/Scope
	Dog Breeding Establishments	01/04/14	95.00	100.00	O/Scope
	Pet Shops	01/04/14	95.00	100.00	O/Scope
	Riding Establishments	01/04/14	95.00	100.00	O/Scope
	Dangerous Wild Animals	01/04/14	95.00	100.00	O/Scope
5	Sex Establishments	01/04/14	1455.00	1500.00	O/Scope
6	<u>Street Trading</u>				
	Stamford Pedestrian Precinct Per Day	01/04/14	22.00	22.60	O/Scope
	Other Locations per day from	01/04/14	17.50	18.00	O/Scope

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>GAMBLING LICENSING</b>				
1	<b>Bingo Premises Licence</b>				
	Fast Track Advance Application*	01/04/14	270.00	278.00	O/Scope
	Non-Fast Track Advance Application	01/04/14	620.00	638.00	O/Scope
	Application Fee for Provisional Status	01/04/14	645.00	664.00	O/Scope
	Licence for Provisional Statement Premises	01/04/14	430.00	442.00	O/Scope
	Application Fee New Premises	01/04/14	680.00	700.00	O/Scope
	Annual Fee	01/04/14	455.00	468.00	O/Scope
	Variation of Licence	01/04/14	620.00	638.00	O/Scope
	Transfer Fee	01/04/14	520.00	535.00	O/Scope
	Application for Reinstatement	01/04/14	520.00	535.00	O/Scope
2	<b>Adult Gaming Centre</b>				
	Fast Track Advance Application*	01/04/14	270.00	278.00	O/Scope
	Non-Fast Track Advance Application	01/04/14	575.00	592.00	O/Scope
	Application Fee for Provisional Status	01/04/14	595.00	612.00	O/Scope
	Licence for Provisional Statement Premises	01/04/14	380.00	391.00	O/Scope
	Application Fee New Premises	01/04/14	620.00	638.00	O/Scope
	Annual Fee	01/04/14	400.00	412.00	O/Scope
	Variation of Licence	01/04/14	575.00	592.00	O/Scope
	Transfer Fee	01/04/14	465.00	478.00	O/Scope
	Application for Reinstatement	01/04/14	465.00	478.00	O/Scope
3	<b>Family Entertainment Centre</b>				
	Fast Track Advance Application*	01/04/14	270.00	278.00	O/Scope
	Non-Fast Track Advance Application	01/04/14	575.00	592.00	O/Scope
	Application Fee for Provisional Status	01/04/14	595.00	612.00	O/Scope
	Licence for Provisional Statement Premises	01/04/14	380.00	391.00	O/Scope
	Application Fee New Premises	01/04/14	620.00	638.00	O/Scope
	Annual Fee	01/04/14	400.00	412.00	O/Scope
	Variation of Licence	01/04/14	575.00	592.00	O/Scope
	Transfer Fee	01/04/14	465.00	478.00	O/Scope
	Application for Reinstatement	01/04/14	465.00	478.00	O/Scope
4	<b>Betting Premises</b>				
	Fast Track Advance Application*	01/04/14	270.00	278.00	O/Scope
	Non-Fast Track Advance Application	01/04/14	575.00	592.00	O/Scope
	Application Fee for Provisional Status	01/04/14	595.00	612.00	O/Scope
	Licence for Provisional Statement Premises	01/04/14	380.00	391.00	O/Scope
	Application Fee New Premises	01/04/14	620.00	638.00	O/Scope
	Annual Fee	01/04/14	400.00	412.00	O/Scope
	Variation of Licence	01/04/14	575.00	592.00	O/Scope
	Transfer Fee	01/04/14	465.00	478.00	O/Scope
	Application for Reinstatement	01/04/14	465.00	478.00	O/Scope
5	<b>Miscellaneous</b>				
	Change of Circumstances	01/04/14	28.00	28.80	O/Scope
	Fee for copy of licence	01/04/14	16.50	16.90	O/Scope
6	<b>Gaming Machines</b>				
	2 or less machines - One off fee	31/01/07	50.00	50.00	O/Scope
	3 or more machines plus Annual Fee below	31/01/07	100.00	100.00	O/Scope
	LPGMP Conversion Application	31/01/07	100.00	100.00	O/Scope
	Transfer LPGMP	31/01/07	25.00	25.00	O/Scope
	Variation LPGMP	31/01/07	100.00	100.00	O/Scope
	Annual Fee (within one month)	31/01/07	50.00	50.00	O/Scope
7	<b>Small lotteries - Registration</b>				
	Small lotteries - Registration	01/09/07	40.00	40.00	O/Scope
	Small lotteries - Renewal	01/09/07	20.00	20.00	O/Scope

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>OUTDOOR RECREATION</b>				
1	Pitches - Football/Rugby Senior pitch letting (2 hrs), marking out and changing accommodation included				
	Full rate	01/04/14	42.00	43.00	Inclusive
	Concessions	01/04/14	25.00	25.50	Inclusive
2	Junior pitch (ages 11-16) letting (2 hrs) and marking out:				
	Full rate	01/04/14	18.40	18.90	Inclusive
3	Mini pitch letting (ages 8-11) (1 hr) and marking out				
	Full rate	01/04/14	11.00	11.30	Inclusive
4	<u>Tennis Court</u> Hard Courts				
			Free	Free	Inclusive
5	Cricket Per Match				
		01/04/14	39.50	40.00	Inclusive

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>GRANTHAM CEMETERY</b>				
	<b>TRADITIONAL BURIAL GROUND</b>				
1	Exclusive Right of Burial (Not exceeding 50 years) Standard grave space - Parishioners	01/04/14	467.00	481.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child stillborn or below 16 years Each additional coffin space	01/04/14 01/04/14 01/04/14 01/04/14	477.00 534.00 210.00 167.00	491.00 550.00 216.00 172.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/14 01/04/14 01/04/14 01/04/14 01/04/14	116.00 116.00 80.00 45.00 125.00	119.00 119.00 82.00 46.00 128.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum</u> Single vault mausoleum plot	01/04/14	600.00	618.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/14 01/04/14 01/04/14	477.00 534.00 139.00	491.00 550.00 143.00	Exempt Exempt Exempt
	<b>WOODLAND BURIAL GROUND</b> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/14	1072.00	1104.00	Exempt
	Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary)				

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>LOCAL LAND CHARGE FEES</b>				
1	Registration of a Charge on Part II of Register	01/04/14	77.00	79.00	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/14	3.25	3.30	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II	01/04/14	8.25	8.40	O/Scope
4	Inspection of documents filed under Rule 10	01/04/14	3.25	3.30	O/Scope
5	Official search (including issue of certificate) - whole of register	01/04/14	13.50	13.90	O/Scope
6	Office copy of entry in register	01/04/14	12.50	12.80	O/Scope
7	Con 29 Part I enquiries - one parcel of land	01/04/14	84.00	86.50	O/Scope
	- each additional parcel	01/04/14	14.50	14.90	O/Scope
8	Supplementary Part II enquiries - each printed enquiry except question 5	01/04/14	12.50	12.80	O/Scope
	- Question 5 optional enquiry	01/04/14	15.50	15.90	O/Scope
	- Solicitor/Clients own enquiry	01/04/14	15.50	15.90	O/Scope
	- Question 22 common land	01/04/14	15.50	15.90	O/Scope
9	Enquiries by personal searchers (per item)	01/04/14	15.50	15.90	O/Scope
10	Commercial Basic Search LLC1 and CON 29R	01/04/14	126.00	129.00	O/Scope
11	Expedited Search - 3 Day Turnaround	01/04/14	31.00	31.90	O/Scope
	<b>CON 29R UNREFINED DATA CHARGES</b>				
12	Building Regulations Q1.1 (F to H)	01/04/14	7.15	7.50	O/Scope
13	Nearby Railway Schemes Q3.5	01/04/14	1.05	1.10	O/Scope
14	Outstanding Notices Q3.7 (A-D & F)	01/04/14	5.90	5.85	O/Scope
15	Contravention of Building Regulations	01/04/14	1.55	1.60	O/Scope
16	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/14	4.80	4.65	O/Scope
17	Conservation Area Q3.10 (B)	01/04/14	1.05	1.10	O/Scope
18	Compulsory Purchase Q3.11	01/04/14	1.55	1.70	O/Scope
19	Contaminated Land Q3.12 (Bi & C)	01/04/14	10.90	11.00	O/Scope

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>PLANNING CHARGES</b>				
1	<u>Ordnance Survey Plans</u>				
	Planning application site plans				
	Scale 1 - 500 rural & urban (up to 6 No.)	01/04/14	10.25	10.55	Zero Rated
	Scale 1 - 1250 rural & urban (up to 6 No.)	01/04/14	26.70	27.50	Zero Rated
	Scale 1 - 1250 rural & urban (7-8 No.)	01/04/14	28.70	29.55	Zero Rated
	Scale 1 - 1250 rural & urban (9-10 No.)	01/04/14	32.85	33.80	Zero Rated
	Scale 1 - 1250 rural & urban (11 No.)	01/04/14	36.95	38.05	Zero Rated
	Scale 1 - 2500 rural & urban (up to 6 No.)	01/04/14	26.70	27.50	Zero Rated
	Scale 1 - 2500 rural & urban (7-8 No.)	01/04/14	28.70	29.55	Zero Rated
	Scale 1 - 2500 rural & urban (9-10 No.)	01/04/14	32.85	33.80	Zero Rated
	Scale 1 - 2500 rural & urban (11 No.)	01/04/14	36.95	38.05	Zero Rated
	Scale 1 - 2500 urban starts at £52 (but this scale is not required)				
2	<u>Charges in connection with land/property transactions</u>				
	Detailed queries on consents involving search for relevant information*	01/04/14	25.65	26.40	Inclusive
	*stated charge plus relevant copying charges				
	Check involving site inspection*	01/04/14	20.50	21.00	Inclusive
	*stated charge plus mileage plus officer hourly rates				

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>PRE-PLANNING CHARGES</b>				
1	<u>Householders</u> Charge for any pre-planning advice undertaken	01/04/13	50.00	50.00	Exclusive
2	<u>Non-residential changes of use including siting of caravans for sites</u> Under 1 ha or buildings under 1,000 sqm (gross) of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/14 01/04/14	150.00 300.00	154.00 309.00	Exclusive Exclusive
3	<u>Development of dwellings</u> 1-9 dwellings including changes of use to residential, for 1st dwelling for each additional dwelling 10-49 dwellings including changes of use to residential, for the 10th dwelling for each additional dwelling 50 plus dwellings, including changes of use to residential, for 1st dwelling	01/04/14 01/04/14 01/04/14 01/04/14 01/04/14	200.00 100.00 1000.00 50.00 3600.00	205.00 103.00 1030.00 51.00 3700.00	Exclusive Exclusive Exclusive Exclusive Exclusive
4	<u>Non-residential development</u> Where no floor space is created Up to 499 sqm floor area or 0.5 ha site area between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha between 5,000 sqm or more or 2.1 ha or more* *minimum fee for specified service and hourly rate thereafter	01/04/14 01/04/14 01/04/14 01/04/14 01/04/14	75.00 150.00 250.00 500.00 1000.00	77.00 154.00 255.00 515.00 1030.00	Exclusive Exclusive Exclusive Exclusive Exclusive
5	<u>Others</u> Variation or removal of condition Advertising Development that would require conservation area consent Non-householder works or alterations to a listed building Hazardous substances	01/04/14 01/04/14 01/04/14 01/04/14 01/04/14	75.00 75.00 50.00 50.00 100.00	77.00 77.00 51.00 51.00 103.00	Exclusive Exclusive Exclusive Exclusive Exclusive

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
	<b>BUS STATION - GRANTHAM</b>				
1	Per Departure	01/04/14	0.75	0.77	Inclusive
2	<u>Minimum Charge</u> 1-75 departures per annum	01/04/14	50.00	51.00	Inclusive
	<b>BUS STATION - STAMFORD</b>				
3	Per Departure	01/04/14	0.75	0.77	Inclusive
4	<u>Minimum Charge</u> 1-75 departures per annum	01/04/14	50.00	51.00	Inclusive
	<b>BUS STATION - BOURNE</b>				
5	Per Departure	01/04/14	0.75	0.77	Inclusive
6	<u>Minimum Charge</u> 1-75 departures per annum	01/04/14	50.00	51.00	Inclusive

	Detail	Effective Date	2013/14 £	2014/15 £	VAT
<b>MARKETS - GRANTHAM</b>					
1	Standard Stall (3.05m x 1.22m)	01/04/12	21.50	21.50	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/12	23.50	23.50	Exempt
2	Pitch (3.05m x 3.05m)	01/04/12	20.00	20.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/12	20.50	20.50	Exempt
	Hot food units	01/04/12	23.50	23.50	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/12	6.40	6.40	Inclusive
	Large vehicles	01/04/12	9.80	9.80	Inclusive
<b>MARKETS - STAMFORD</b>					
4	Standard Stall (3.05m x 1.22m)	01/04/14	23.00	23.50	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/14	25.50	26.00	Exempt
5	Pitch (3.05m x 1.22m)	01/04/14	20.50	21.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/14	22.50	23.00	Exempt
	Hot food units	01/04/14	25.50	26.00	Exempt
6	Craft fair - Table	01/04/14	23.50	24.00	Exempt
7	Craft fair - Stall	01/04/14	28.50	29.00	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/14	6.40	6.50	Inclusive
	Large vehicles	01/04/14	9.80	10.00	Inclusive
<b>MARKETS - BOURNE</b>					
9	Standard Stall (3.05m x 1.22m)	01/04/14	18.50	19.00	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/14	19.50	20.00	Exempt
10	Pitch (3.05m x 3.05m)	01/04/14	15.50	16.00	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/14	15.50	16.00	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/14	6.40	6.60	Inclusive
	Large vehicles	01/04/14	9.80	10.00	Inclusive
12	Hire of stall for private function (collection only)*	01/04/14	10.30	10.60	Exempt
13	<b>FOR ALL MARKETS</b>				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/07	1.00	1.00	Exempt
	Fruit and Veg Excessive Waste Surcharge	01/04/10	£5 / Stall	£5 / Stall	

**NOTE:**

## REPORT TO CABINET

**REPORT OF:** Neil Cucksey, Property Development Manager.

**REPORT NO:** PD011

**DATE:** 02 December 2013

<b>TITLE:</b>	Resident Parking scheme	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision	
<b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>	Councillor Frances Cartwright Grow the Economy and Economic Development	
<b>CONTACT OFFICER:</b>	Neil Cucksey n.cucksey@southkesteven.gov.uk 01476 406224	
<b>INITIAL IMPACT ASSESSMENT:</b>	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
<b>Equality and Diversity</b>		
<b>FREEDOM OF INFORMATION ACT:</b>	This report is publicly available via the Your Council and Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>BACKGROUND PAPERS</b>	car parking strategy appendix A as appended to this report	

### 1. RECOMMENDATIONS

**It is recommended that Cabinet approve the operating conditions of the Resident Parking Scheme.**

## 2. PURPOSE OF THE REPORT

Appendix A of the Car Parking Strategy approved by Cabinet in December 2012 contained the Resident Parking scheme. Since then the Council has consulted with residents and businesses primarily in Stamford to establish a viable scheme. The consultation and questionnaire exercise carried out in Stamford did not provide a mandate to proceed as envisaged and set out in Appendix A of the Car Park Strategy. The purpose of the report is to agree the operating conditions and charges to enable an application to be made to Lincolnshire County Council under the traffic regulation orders to formalise the resident parking scheme.

## 3. DETAILS OF REPORT

The revised proposed scheme differs from the original scheme in the following ways:

### **10.4.3 Original wording:**

*More than 50% of occupants consulted, without available off street parking, within a scheme area are in agreement with a residents parking scheme and are willing to pay the permit fees.*

### **10.4.3 Change Justification**

This is the element of the approved scheme that was not mandated by the questionnaire exercise carried out in Stamford. However, there is still a significant demand for a scheme within the collective zones. Further discussion with resident group representatives and the County Council has led to a simplified solution that gives residents the choice to participate or not, it is felt that an overall benefit to the town can still be achieved.

### **10.7 Original wording:**

*Resident parking zones will be effective 8am–6pm Monday to Saturday. During these times a valid permit is required to be displayed.*

### **10.7 Change Justification**

It is proposed that the Monday to Saturday is changed to Monday to Sunday for Stamford as a high level of Sunday visitors and trade continues to impact on local residents parking options.

### **10.8 Original wording:**

*Apart from schemes for areas with 24 hour parking problems, most schemes are effective between 8 am – 6 pm Monday – Saturday. This arrangement gives greater opportunity for flexibility of use overnight and on Sundays when demand for both resident and visitor parking is usually greatest.*

## **10.8 Change Justification**

As 10.7

### **10.10.3 Original Wording**

A permit allows the holder to park within a designated parking bay within a defined scheme area for which the permit has been issued.

- A person may be deemed a resident of a scheme area (controlled zone) at the discretion of the Head of Service with delegated authority. Each resident is entitled to a single permit for a maximum of two specified vehicle. Only one resident per household may hold a permit for any two vehicles.
- The permit will display the registration number of up to two vehicles.

### **10.10.3 Change Justification**

It is proposed that the number of vehicle registrations that can be added to any one permit is increased to four. This is due to the removal of “visitor permits” and the introduction of books of 10 “visitor vouchers” (scratch cards). Originally a qualifying resident could buy an annual permit and an annual visitor permit (each with up to two vehicle registrations).

### **10.14 Original Wording**

#### **Houses in multiple occupation**

Houses in multiple occupation are eligible for a maximum of three permits per year. Permits can either be vehicle specific (resident) or visitor. Each resident may only apply for one permit.

### **10.14 Change Justification**

It is proposed to change this clause to one permit per individual tenancy agreement within any HIMO.

### **10.15 Original Wording**

#### **Business permits**

A business within a defined scheme area may apply for one business permit if they have no off street parking available. The permit can have up to four vehicle registrations displayed on it. Alternatively one business visitor permit may be issued if a business permit is not issued. These permits allow businesses to park within a permit holder bay or joint time restricted and permit holder bay within the defined scheme area, (controlled zone) in which the business is located.

### **10.15 Change Justification**

It is proposed to remove the clause relating to no off street parking as it is felt this is not enforceable and will be generally self regulating.

Business visitor permits will also be removed in the same way as resident visitor permits (see 10.10.3)

#### **10.22 Original Wording**

##### **Residents' Visitors' Permits**

A charge will be made for each permit issued.

#### **10.22 Change Justification**

It is proposed that this is removed as "resident visitor permits" will be replaced by "visitor vouchers" (see 10.10.3)

## **4 PERMITS AND VISTOR VOUCHER FEES**

We anticipate a maximum of 500 resident permits will be issued and the likely financial outlay to recover is in the order of £35k to set up the scheme.

The suggested pricing structure is shown in the Operating Condition (Appendix B)

## **5. OTHER OPTIONS CONSIDERED**

Appendix A

## **6. RESOURCE IMPLICATIONS**

### **Next steps:**

Work up a submission for traffic regulation orders with Lincolnshire County Council.

County colleagues have pledged resource support in preparing base maps and assisting with the drafting of the orders.

The current interim waivers (on and off street and discounted season tickets) are due to expire the end of March 2014.

Officers will continue to progress matters as quickly as the process will allow, however we are reliant on the county council in processing the orders and will update on progress at regular intervals.

## **7. RISK AND MITIGATION**

**8. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

None arising from this report

**9. CRIME AND DISORDER IMPLICATIONS**

None arising from this report

**10. COMMENTS OF FINANCIAL SERVICES**

The report confirms that a revenue outlay of £35K is required to support the progression of the implementation of a resident parking scheme in Stamford. The outlay will be recovered if sufficient numbers of resident permits are sold on an annual basis. The revenue outlay, if supported, will be included in the budget proposals for 2014/15.

**11. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

The recommendation is to approve amendments to the Car Parking Strategy to make changes to the operating conditions of any residents parking scheme. The changes are required to assist the submission of a proposed scheme for residents parking to Lincolnshire County Council for approval.

**12. COMMENTS OF OTHER RELEVANT SERVICES**

None received.

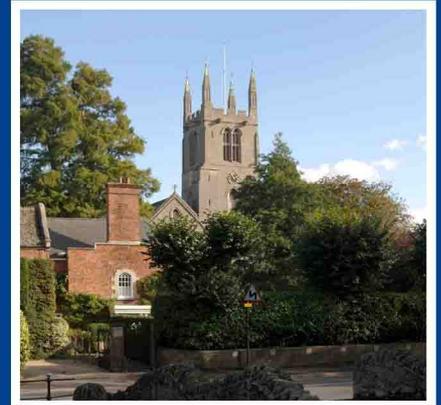
**13. APPENDICES:**

Car Parking Strategy - Appendix A (approved scheme)  
Proposed Operating Conditions - Appendix B  
Revised Zonal Plan - Appendix C



# **Car Parking Strategy 2012- 2017**

**DRAFT document**



*your council working for you*

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## **1.0 Introduction**

- 1.1 Demand for town centre parking may reduce during less favourable economic times but there is an opportunity to plan for returning high levels of demand alongside the forecast growth in housing and jobs in and around the district and in particular in Grantham.
- 1.2 In addition to the planned growth for the area, there are major development opportunities in Grantham, and to a lesser extent Stamford and Bourne. In all cases new developments should improve the attractiveness of each town and therefore demand for parking. Much of the land identified for new developments includes land currently used for car parking so this strategy will need to consider how this affects town centre parking provision in the medium to longer term. The uncertainties about timing of these developments mean that this strategy will need to be reviewed on a regular basis.
- 1.3 This Strategy is intended to cover the period 2012 to 2017. This five year timescale covers the lifetime of a new off street car park enforcement framework. During this time many of the ongoing on street parking control issues should be addressed. It is acknowledged, however, that the Strategy should be kept under review during this period not least because of the implications of major development opportunities in Grantham.
- 1.4 There are three broad categories of car parking in the district:
  - 1.4.1 On-street – this is parking within the adopted highway boundary that is regulated by Lincolnshire County Council acting as highway authority. Enforcement of on-street parking regulations has historically been carried out by the Police but following the introduction of civil parking enforcement (CPE) from December 2012 will be carried out by the County Council.
  - 1.4.2 Public off-street – these are parking areas provided by the council which are open for use by the general public. Typically users are charged according to length of stay.
  - 1.4.3 Private off-street – parking that is privately owned for use by shoppers, residents, employers, retailers, etc.

- 1.5 The majority of parking within South Kesteven’s market towns, with the exception of Grantham, is off-street, publicly operated car parks. Typically the parking stock is supplemented by large car parks operated by supermarkets, retail parks and other smaller privately operated car parks. In Grantham the majority of edge of town car parks is provided by supermarkets, retail parks and private operators.
- 1.6 The Council’s agreement with Lincolnshire County Council (LCC - i.e. the Highway Authority) does not include the implementation of other on-street parking controls (i.e. Traffic Regulation Orders – TROs) that are intended to address safety or public amenity issues. There are examples of safety and/or amenity concerns included in this strategy but the responsibility for implementing lies with LCC.
- 1.7 Following on from the planned introduction of CPE throughout Lincolnshire in December 2012, reviews of on street parking in the market towns will be undertaken in the knowledge that any new restrictions introduced will be effectively enforced. This process involves investigating requests received for parking controls from residents, town councils and other interested organisations, and the formulation of proposals to deal with safety or obstruction problems and introduction of Resident Parking Schemes, which are progressed through the traffic regulation order process.
- 1.8 The council has received some representations for residents' permit schemes; currently residents' parking schemes are being considered for Stamford and Grantham. Further introduction of residents' parking arrangements will be considered if sufficient representations are received from residents in a defined area. The policy for the introduction of residents’ parking arrangements on a consistent basis throughout the district is set out in Appendix A.
- 1.9 The Council’s town centre car parks have ‘Pay and Display’ ticket Machines. These machines are reaching the end of their working lives and the Pay and Display system itself presents a number of challenges in terms of management and, importantly, ease of use for the customer. This Strategy identifies how the Council will look to improve its town centre car parks over the next five years.

## **2.0 Background to Strategy**

- 2.1 Parking availability for any type of vehicle is an important factor in determining how people travel. Parking availability also influences the vitality and viability of town centres and the attractiveness of residential areas. In some places on-street parking can act as traffic

calming measures, in others it is a problem for residents and businesses and can be a barrier to accessibility for pedestrians, cyclists, passenger transport, emergency and other service vehicles.

- 2.2 There is a balance to be struck between providing and restricting car parking. This strategy must be read alongside the Economic Development Strategy, Grantham Area Action Plan, Town Centre Strategies, and the Local Development Framework to provide the full picture on how a balance can be struck between environmental protection, economic growth, accessibility, health improvement and social inclusion.
- 2.3 Car ownership is predicted to continue to grow over next twenty or so years alongside growth from new housing in and adjacent to the District. The Strategy is flexible enough to respond to demand for parking and at the same time seek to influence car use. Strategies and policy relating to on and off street parking are best suited to influencing car use not ownership.
- 2.4 There is a range of national, regional and local policy that is relevant to parking, promoting the vitality and viability of town centres, assisting residents and businesses and seeking to minimise the impact on Climate Change. Some of the key aims and objectives are set out below.
- 2.5 Key features of the Strategy that support the corporate priorities are as follows:

**2.5.1 Grow the Economy**

Town Centre's – provision of a balance of on and off street, short and long stay parking with appropriate tariffs supports the retail and business functions of town centres. The Strategy does not seek to provide an excessive amount of car parking but, at its heart, is the need to promote the economic vitality and viability of town centres.

**2.5.2 Support good housing for all**

Sustainable development – the Parking Strategy acknowledges as a key issue the need to support town centres as local facilities. This support will help ensure that towns in the district remain important retail and service destinations in their own right. The provision of new housing and employment in and around our existing towns will place additional pressures on parking facilities and the Strategy will enable the Council to find the best way for providing for and managing this demand.

The Strategy also supports the provision of parking for Disabled Badge Holders, allowing improved accessibility and ensuring people with disabilities have access to local shops, services and their own homes.

### **2.5.3 Keep SK clean green and healthy**

The need to reduce Carbon Dioxide emissions is a key consideration and the Parking Strategy will contribute towards reducing long stay parking in residential areas by commuters and employees.

2.6 This is one way of encouraging use of alternative modes of travel. In town centres the Strategy supports the Town Centre Strategies' insofar as it recognises the need to minimise circulating traffic by way of balancing on and off street parking provision. In addition the Strategy identifies the need to improve the ease of use of car parks, thus reducing circulating traffic and queuing traffic.

## **3.0 National and local policy context**

3.1 There is a range of national, regional and local policy that is relevant to Parking. Some of the key aims and objectives are set out below.

3.2 At the national level the Government's Strategy is set out in 'Delivering a Sustainable Transport Strategy' which sets out the Government's five main goals as follows:

3.2.1 "We want our transport system:

3.2.2 *to support national economic competitiveness and growth, by delivering reliable and efficient transport networks;*

3.2.3 *to reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of tackling climate change;*

3.2.4 *to contribute to better safety, security and health and longer life expectancy by reducing the risk of death, injury or illness arising from transport, and by promoting travel modes that are beneficial to health;*

- 3.2.5 *to promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society; and*
- 3.2.6 *To improve quality of life for transport users and non-transport users and to promote a healthy natural environment.”*

- 3.3 The “Traffic movement study for Grantham” has been considered in the review of car parks and recommendations for Grantham acknowledge the issues raised in this study.
- 3.4 Reference should also be made to SKDC’s Economic Development strategy when considering the release of car parks to support economic activity or development and indeed the creation of new car parks.

#### **4.0 Management and resources**

- 4.1 The management of off street parking in the district falls into two broad categories. Firstly the enforcement of off street parking (i.e. the public ‘face’ of the service) and secondly, the back office management which assists the enforcement function as well as day to day management of issues such as issuing Season Ticket and soon Residents Permit applications as well as customer queries.
- 4.2 From December 2012 the enforcement function in the districts off street car parks will be carried out by APCOA under a jointly procured 4 year contract with LCC. Off Street car park ticket processing will be carried out by service level agreement with Nottinghamshire County Council again under a 4 year agreement procured through LCC.
- 4.3 Managing car park ticket machines (in terms of cash collection, planned and reactive maintenance) as well as monitoring the status of machines also falls within the day to day management function. In addition the Council allocates resources to physical maintenance of car parks, again on a planned and reactive basis.
- 4.4 With regard to on street parking the Council will prepare and administer resident parking schemes. Lincolnshire County Council will process and determine new or amended Traffic Regulation Order for introducing controlled Resident Parking Schemes. This is a new requirement for the District to undertake and will require adjustment to the staff resources deployed.

## **5.0 Managing the council's parking stock**

5.1 The historical approach of providing increased inexpensive car parking stock to meet rising demand has three main disadvantages:

5.1.1 It uses up valuable land which could be used for other purposes (e.g. housing, retail and employment).

5.1.2 It encourages people to use their cars more which lead to increased traffic flows, congestion, climate change emissions and other traffic impacts.

5.1.3 It can require councils to subsidise the cost of providing and managing parking facilities in some locations.

5.2 Strategy Objective

**Ultimately, this approach can set in motion a circle of 'predict and provide'. The alternative approach is to 'manage demand' by having a parking strategy which, as much as possible, supports the vitality and vibrancy of local economies, and seeks to promote more sustainable transport choices.** This might mean, for instance:

5.2.1 Setting parking charges which encourage short-stay parking (e.g. for shoppers) and discourage long-stay parking (e.g. for commuters).

5.2.2 Locating short-stay spaces in the centre of market towns and long-stay spaces at the edges of centres reducing the number of long-stay spaces and managing the number of short-stay spaces.

5.3 The reasons for limiting, relocating and increasing charges for long-stay spaces are because: it is usually more practicable for commuters to use other transport modes (e.g. cycling, public transport and car sharing) since their journeys are typically to and from fixed locations, and form only a small part of the day commuter parking typically occupies parking spaces for the whole of the working day commuters mainly travel at peak periods when the road network is most congested.

5.4 The reasons for facilitating and encouraging short-stay parking are:

5.4.1 Parking spaces need to be readily available to support the vitality, vibrancy and resilience of market town centres.

5.4.2 The higher turnover of spaces allows more users to be accommodated per space.

5.4.3 Shoppers are more likely to travel during inter-peak periods when there is usually spare capacity on the road network.

**5.5 The council will manage its parking stock in accordance with the following principles:**

**Off-street public parking:**

5.5.1 Short-stay parking will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility.

5.5.2 Longer-stay parking will be prioritised on sites further away from shopping and commercial centres.

5.5.3 Long stay commuter parking will be reduced where good sustainable transport alternatives exist.

5.5.4 The mix, number and usage of off-street parking spaces will be periodically reviewed to ensure they continue to meet local transport objectives and reflect local circumstances.

## **6.0 Town Centres**

6.1 The four towns of Grantham, Stamford, Bourne and The Deepings are different in terms of demand for parking, reflecting the different retail and servicing offer in each town as well as their physical and historic characteristics. The economic downturn has affected each town centre alongside other longer term trends where out of centre retailing and growth in internet and other types of shopping have affected town centres for shopping purposes.

6.2 The availability of car parking supports the town centres and the level of demand for parking in each town reflects the variations between the amount of shops and services in each town. Currently

off-street parking is charged during the daytime (8am to 6pm), Monday to Saturday whilst on-street parking is free of charge at all times. There are privately operated car parks in Grantham, Stamford and Bourne that, combined with Council owned and operated car parks and off-street parking provide a varied amount of parking in terms of on and off street, short and long stay, location and price.

### 6.3 Off-street provision;

In general there is sufficient capacity for all types of parking in town centres. However there are some pressures as follows:

6.3.1 In Stamford on market days there is very little capacity available both on and off-street.

6.3.2 Certain short stay car parks are more popular than others (e.g. Wharf road in Grantham and North Street Stamford) and users will wait for spaces in these car parks rather than use other short or long stay alternatives.

6.3.3 Despite there being capacity in long stay off-street car parks in Stamford there is pressure with on-street parking both in town centres and adjacent streets. This may change with the introduction of civil parking enforcement from December 2012.

6.3.4 Future developments planned via the planned growth in and around Grantham will place even more pressure on off-street parking provision.

6.4 The Council will investigate the need for additional capacity for car parking where it can be justified in supporting town centre economic vitality and viability without unacceptable environmental impact.

6.5 Overview of each town – Opportunities and issues.

### **Grantham;**

6.5.1 Consideration should be given to the inclusion of a multi-storey/under-croft car park on the Greyfriars site, providing the site is accessible from Sankt Augustine Way. This would intercept traffic from planned developments to the north of Grantham and help prevent circulating traffic looking for available spaces.

- 6.5.2 There may also be an opportunity to explore enhanced car parking provision on Station Approach site 2. At present the proposed multi-storey car park will cater for the Station Approach development and railway station only. Additional capacity at this site could relieve some pressure on the town centre and discourage driving into the centre to park, particularly in the context of new homes on the Southern Quadrant.
- 6.5.3 There is potential to introduce additional car parking and encourage development at Wharf Road by rationalising the existing bus station and introducing more 'stop and drop' points throughout the town, this could benefit both Wharf Place and Station Approach developments.
- 6.5.4 Watergate Car Park is important to serve the North of the Town. However it presents an opportunity to repair the street scene on a key gateway into the town through infill development. A development appraisal considering the effects of displaced parking from this site should be undertaken to establish the development potential of this site.
- 6.5.5 St Catherine's Road car park could be considered surplus to requirement given the proximity of Welham Street car park and the limited availability of public parking. Development of this site should be considered in the context of adding value to the town centre offer.

### **Stamford;**

- 6.5.6 A recent utilisation study has shown that all short stay car parks operate at close to capacity between 10:00 and 5:00pm. There is capacity at Cattle Market (section adjacent to footpath link across the Meadows) and Wharf Road car parks on most days apart from Friday. The effects of on street enforcement post December 2012 will need to be understood for the longer term planning of car parks in Stamford given the limited availability of on street parking opportunities due to the historic nature of the town layout.
- 6.5.7 The Cattle Market has development possibilities due to the redundant site of the former cattle market which adjoins the car park.

**Bourne;**

6.5.8 At present there is little turnover of spaces in any of the publically owned and operated car parks as no parking orders or charging regime exists. The Council should therefore review the need for the introduction of Parking Orders to limit the duration of stay initially with a view to introducing charges at a future date.

**The Deepings;**

6.5.9 The car park on Halfleet (B1524) appears to be used as a short stay free car park for those using a nearby nursery and long stay by a few local residents and visitors. There is available on street parking in the locality. This car park could be considered for disposal. There are constraints on the car park site being fully developed, rights of way and drainage easements, but a limited development may be possible.

**6.6 Other car parks;**

The Council has a range of other small car parks at Billingborough and to serve parks, open spaces and sports facilities. These car parks whilst not of the same strategic importance as town centre sites will be kept under review in terms of their function, condition and suitability.

**6.7 Quality and Safety**

The quality and safety of off-street car parks is often a key consideration for car park users. This often falls into two basic categories – the quality, convenience and safety of the car park and the quality, safety and convenience of the route from the car park to town centre shops. Much of the latter will be dealt with via Town Centre Strategies and development proposals but there are some key issues for consideration with regard to enhancing the use of car parks.

6.8 The Council will identify and keep under review a programme of physical improvements for its car parks. This will be done in consultation with Town Centre management arrangements in all locations e.g. Business clubs and or Chamber of Trade, Lincolnshire County Council, Lincolnshire Police and via feedback from car park users.

- 6.9 There is an ongoing need for maintaining car park surfacing, lining, and signing. In some places security and vandalism are a problem so there is a need to consider how to manage this and eradicate it.

## **7.0 Off-street car park management system**

- 7.1 Currently the Council provides coin only operated Pay and Display ticket machines in car parks it owns or operates. The equipment is now dated and the following issues have to be considered:

- 7.1.1 The age of machines and the cost of maintaining them
- 7.1.2 The appropriateness of Pay and Display for promoting town centre use (i.e. the user has to anticipate the length of stay before buying a ticket)
- 7.1.3 The amount of non-payment of tariffs either due to users 'taking a chance' or not having the correct change.
- 7.1.4 The amount of transferring of tickets between users.
- 7.1.5 The potential for users to pay for actual use rather than over-payment due to machines not issuing change.
- 7.1.6 Potential for cashless payment – in line with credit card or 'Chip & Pin' transactions either at the machine or via telephone.
- 7.1.7 The security of machines and cash handling issues.
- 7.1.8 The lack of data from machines on usage, management or faults.
- 7.1.9 The resources required to ensure compliance with car park tariffs and car park regulations as well as 'back office' management.

- 7.2 An alternative could be the introduction of a Pay on Foot system. In simple terms this involves barriered entry and exit with users paying at pay stations before returning to their vehicles. Whilst this system ensures all users pay for parking and only pay for the time they stay it is very expensive and will require a considerable change in approach to parking management.

- 7.3 Payment for parking by mobile telephone has been introduced by other local authorities that operate a Pay and Display system. This has the potential to provide flexibility for people wishing to stay in town centres without having to be restricted by what ticket they have purchased at the outset.

- 7.4 Car Park Management System  
The Council will investigate the most appropriate car park management system for the district with a view to agreeing a programme for implementing a new system.

Options to consider will include:

- 7.4.1 Replace current machines with similar coin only Pay and Display Machines.
- 7.4.2 Replace current machines with coin and 'Chip & Pin' Pay and Display machines.
- 7.4.3 Provide Pay by phone with either of the above two Pay and Display options.
- 7.5 In line with modern car park operations, there is potential for other services to be provided in off-street car parks in the district. Where appropriate some of these services may benefit car park users and the Council will consider opportunities on a case by case basis.
- 7.6 The Council will consider opportunities for providing other services to customers in its car parks. In some cases services may be provided by third parties and in all cases consideration will be given to the appropriateness of the service provided as well as the implications for use of the car park and town centre generally.

Services could include:

- 7.6.1 Advertising on tickets, ticket machines or elsewhere
- 7.6.2 Promotion or marketing initiatives
- 7.6.3 Other events associated with town centre promotion or activities
- 7.6.4 Other appropriate commercial activities

## **8.0 Parking charges**

- 8.1 Recommended parking charges (off-street) will be set for each 'band' taking account of the following factors:
- The service role and strength of the local economy.
  - The utilisation of existing parking spaces.
  - Traffic conditions on the local highway network.
  - The availability of sustainable transport modes.
  - The need to avoid 'searching' traffic.
  - Parking charges in neighboring areas.
  - The convenience and quality of parking locations.
  - Local environmental conditions.
  - The requirement to provide an efficient Council parking service.
- 8.2 The actual parking charges will be set by the council following consultation with the public and stakeholders.
- 8.3 A fundamental review of parking charges will be undertaken by the council every five years based on the factors outlined above.

- 8.4 Annual interim reviews will also be carried out based on an assessment of parking charges in neighbouring areas and the Retail Price Index (based on the figure for September each year with reviewed charges rounded to the nearest ten pence). In addition, consideration will be taken of the outcomes of area transport strategies developed to support planned growth.
- 8.5 The council also offers the option of purchasing permits and season tickets for many of its car parks, the terms and conditions of which are to be subject to a review annually.
- 8.6 Currently on-street parking within town centres is free of charge, as is off street parking after 6pm and on Sundays. On-street parking in 'core' shopping streets as well as more peripheral areas provide a significant additional parking resource and is especially important for Blue Badge Holder access as well as for servicing and loading. The majority of this parking is short stay although some longer stay on-street parking can conflict with residents' parking in peripheral streets.
- 8.7 The principle of "user pays" for the introduction of evening charges to support CCTV in town centres and attendant security in car parks could be considered when the evening and weekend economy has developed and matured, in Grantham in particular. At the present time there is some on street free parking available to support current levels of activity and only when major events are held in the town centre does parking displace into the off street car parks. This should however be reviewed towards the end of the life of this strategy.

## **9.0 Appendix A - Residents Parking Scheme.**

- 9.1 The control of on street parking in town centres can have the effect of displacing parking to residential streets. This reduces the amount of parking available for residents as drivers who do not wish to pay for parking use streets that have unregulated parking.
- 9.2 In some places residents can be caused significant inconvenience by all-day parking outside their homes. Resident parking schemes can be an effective means of managing this situation.
- 9.3 The schemes are introduced to improve the opportunity for residents to find a parking space close to where they live.
- 9.4 For some years, prior to Civil Enforcement of Parking, very little enforcement of parking contraventions has been undertaken. This has led to an assumption by many drivers that illegal parking is acceptable. However, uncontrolled parking does result in access difficulties including for buses, deliveries, refuse collection and emergency services. On Street parking regulations are there to help provide a safe environment for those using the highway network including pedestrians and to support the economic vitality of town centres.
- 9.5 South Kesteven District Council by introducing this policy recognises the effects of introducing Civil Parking Enforcement on all stakeholders and cannot condone illegal parking.
- 9.6 An enforcement authority has an obligation to uphold the traffic regulation orders and to ensure that enforcement is consistent and protects the rights of those who are entitled to use those parts of the street allocated to particular use.

## **10.0 Policy**

- 10.1 Resident parking schemes will be operated and administrated by South Kesteven District Council. (Subject to formal approval)
- 10.2 A resident parking scheme will only be considered at locations where it can be identified that residents have a problem finding a parking space close to where they live.
- 10.3 Parking surveys will be carried out to determine the level of difficulty of on street parking.
- 10.4 A residents parking scheme will only be considered in the following circumstances:

- 10.4.1 Less than 50% of residents have available off-street car parking facilities within the boundary of the defined scheme area.
- 10.4.2 South Kesteven District Council in consultation with LCC highways authority is reasonably satisfied that unacceptable traffic problems will not be created on adjacent streets.
- 10.4.3 More than 50% of occupants consulted, without available off street parking, within a scheme area are in agreement with a residents parking scheme and are willing to pay the permit fees.
- 10.5 The following will be consulted for their views regarding resident parking scheme proposal in their area.
- a. Highways authority
  - b. Police
  - c. Chamber of trade and commerce or business groups
  - d. Emergency services
  - e. Town Council
  - f. Representatives of Resident Groups
  - g. Representatives of disability Groups
  - h. Ward Councillors
  - i. Bus Companies
- 10.6 Permits for residents parking schemes will be issued as follows:
- Permits will be issued annually (April – March)
  - Pro-rata permits will be charged for full months up to the end of the current financial year.
  - Permit charges will be reviewed and set annually.
  - The permit charge will be set at a level which at least covers the total cost of the local scheme.
  - The appropriate Head of Service to have delegated powers under the scheme of delegation to issue permits in accordance with the scheme.
  - Permits to be issued for use within each defined scheme area.
  - Permits to be issued to residents located in the defined scheme area.
  - Residents must pay the relevant annual permit fee and prove residency before being issued with a permit.
  - Permits will be issued for a nominated vehicle(s) for use within the defined scheme area.
  - Permits shall be prominently displayed in the vehicle.

10.7 Resident parking zones will be effective 8am–6pm Monday to Saturday. During these times a valid permit is required to be displayed.

10.8 Apart from schemes for areas with 24 hour parking problems, most schemes are effective between 8 am – 6 pm Monday – Saturday. This arrangement gives greater opportunity for flexibility of use overnight and on Sundays when demand for both resident and visitor parking is usually greatest.

10.9 Individual schemes will be designed to contain the most appropriate mix of resident only and or controlled zones allowing permit holders to park in time restricted bays to suit the local conditions within a defined scheme area (controlled zone).

#### **10.10 Resident permit**

10.10.1 Permits are issued to residents who own or keep and use a car, light van (light goods vehicle with a gross weight of 3.5 Tonnes or less) or motorcycle on a full time basis. Where the car is not owned by the resident but is available primarily for their use a permit may be issued.

10.10.2 A resident is a person living within a property which has a frontage onto, or vehicle access to a street named in that part of the order which defines the scheme area (controlled zone).

10.10.3 A permit allows the holder to park within a designated parking bay within a defined scheme area for which the permit has been issued.

- A person may be deemed a resident of a scheme area (controlled zone) at the discretion of the Head of Service with delegated authority. Each resident is entitled to a single permit for a maximum of two specified vehicle. Only one resident per household may hold a permit for any two vehicles.
- The permit will display the registration number of up to two vehicles.

#### **10.11 Residents' Visitors' Permit**

One visitor permit will be available to each eligible property within the scheme area. Only one visitor and one resident permit will be issued per eligible property.

10.11.1 Visitor permits do not display a vehicle registration and allow vehicles to park within permit holder bays (controlled zone)

- 10.11.2 It is the responsibility of household members to ensure that the permit is retrieved from a visitor's vehicle at the end of the visit. There is no time limit on length of stay.

#### 10.12 **Other Visitors' Permits**

Permits may also be issued where there is a demonstrable need for parking within the defined scheme area (Controlled Zone) for specific purposes for:

- 10.12.1 Professional health care workers whilst visiting patients in their own homes (but not to enable them to park near to their work base).
  - 10.12.2 Maintenance, building, excavation and demolition work (builders, scaffolders etc);
  - 10.12.3 Workshop vehicles with a need to be in a particular vicinity (Joiners, plumbers, appliance repairers, vehicle based window cleaning);
  - 10.12.4 Owners or managers of properties who are not resident at the address (Landlords).
  - 10.12.5 Any other reason of an equivalent nature or purpose accepted by the Head of Service with delegated authority.
- 10.13 It should be noted that these additional visitor's permits will only be issued where it has been demonstrated that the use of Residents' Visitors' Permits is not practicable.
- 10.14 **Houses in multiple occupation**  
Houses in multiple occupation are eligible for a maximum of three permits per year. Permits can either be vehicle specific (resident) or visitor. Each resident may only apply for one permit.
- 10.15 **Business permits**  
A business within a defined scheme area may apply for one business permit if they have no off street parking available. The permit can have up to four vehicle registrations displayed on it. Alternatively one business visitor permit may be issued if a business permit is not issued. These permits allow businesses to park within a permit holder bay or joint time restricted and permit holder bay within the defined scheme area, (controlled zone) in which the business is located.
- 10.16 **Life of Permits**  
All permits will be valid for a maximum period of 12 months to ensure that abuse of permits is limited, especially in areas where

there is a high turnover of residents and /or vehicle ownership. This ensures that only valid users of permits occupy the kerb space within a scheme and maximises the opportunity for genuine permit holders to park.

#### 10.17 **Parking**

A permit allows time unlimited permission to park in the controlled areas by qualified vehicles to which the permit applies and only in the controlled area for which the permit is issued. The permit does not reserve specific spaces and does not guarantee a space will be available. Visitors to an area not eligible for a permit can park in time limited spaces (usually for one or two hours) or unlimited parking bays. Permit holders do not have priority over non-permit holders to park in these spaces and time restrictions apply equally to permit holders and non-permit holders if bays are not designated for joint permit use within a controlled zone.

#### 10.18 **Changes of Vehicle**

Where a vehicle for which a permit has been issued is no longer owned or kept by a resident the old permit must be returned to SKDC. The balance of a permit may be transferred to another vehicle or surrendered for a refund of whole months remaining subject to an administration charge.

#### 10.19 **Withdrawal of a Permit**

A permit may be withdrawn or invalidated if it is found that a permit is not being used in accordance with the guidelines or it is found that a person is no longer eligible to hold a permit.

Where the size of a vehicle causes problems of poor visibility for motorists or pedestrians or creates a degree of visual obstruction detrimental to the visual amenity of an area, a permit may be refused or withdrawn at the discretion of the Head of Service with delegated authority.

#### 10.20 **General**

A charge will be made for permits issued for use in defined scheme areas. The charge is to at least cover the total administration and management of the permit scheme and the direct costs of the permits. It is not a charge to park and as indicated above does not guarantee a parking space at any particular location or time due to high levels of demand on finite kerb space. A relevant charge will be applicable to all permits.

#### 10.21 **Residents' Permits**

A charge will be made for each permit issued.

10.22 **Residents’ Visitors’ Permits**

A charge will be made for each permit issued.

10.23 **Business Permits**

A charge will be made for each permit issued.

10.24 **Professional Health Care Worker Permits**

A charge will be made for each permit issued with the exception of an allocation of free permits issued to the relevant organisation for Health Care Workers in each part of the district.

10.25 **Change of Vehicle/ replacement permit due to loss or damage**

An administration charge will be made for providing a permit when a resident changes their vehicle and wishes to transfer the permit to their new vehicle, retaining the original expiry date. Replacement permits will also attract an administration charge due to loss or damage.

**Note:** The charge for each permit type will be determined when all costs of implementing the schemes are known. The work to quantify these costs will be carried out as part of the detailed survey work for each defined scheme area.

## **South Kesteven District Council**

**Name of service  
Council Offices  
St. Peter's Hill  
Grantham  
Lincolnshire  
NG31 6PZ**

**t: 01476 40 generic phone number  
f: 01476 40 60 00  
m: 01476 40 61 98 (minicom)**

**[genericemailaddress@southkesteven.gov.uk](mailto:genericemailaddress@southkesteven.gov.uk)**

**[www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)**

## Operating Conditions

1. The Residents' Parking Scheme is available to residents and businesses located inside the defined residents' parking zone.
2. The scheme consists of all streets within the boundary of the operating zones for the residents' parking scheme.
3. The Residents' Parking Scheme is operational between the hours of 8am and 6pm Monday to Saturday including all Bank Holidays (Monday to Sunday in Stamford).
4. Permits are valid for a period of 12 months and the permits are issued annually.
5. Permits are available for residents who own a car, motorcycle or light van (up to 60 cwt., 3,050 kg un-laden weight). Permits are not issued for passenger service vehicles, heavy goods vehicles, caravans or trailers.
6. Up to a maximum of 4 registrations can be entered onto a residents parking permit.
7. Proof of residency is required before any permit can be issued.

Sight of the vehicle registration document (V5) is required to show that the vehicle is registered at the address of the applicant and is in the residents' parking zone.  
A valid insurance certificate is acceptable in place of the V5.
8. The permit is to be displayed (in the supplied permit holder) in the nearside of the front windscreen of the vehicle at all times when parked in the residents' parking zone, and all information on the permit must be visible.
9. The permit is to be returned to South Kesteven District Council in the case of:
  - i. change of address
  - ii. change of vehicle
  - iii. damage to permit rendering it un-useable
  - iv. request for refund
10. The Residents' Parking Scheme does not guarantee the availability of a parking space or a space outside the permit holder's residence.
11. Up to a maximum of 10 books of daily visitor vouchers (10 in each book) can be purchased by qualifying residents or businesses in any 12 month period.
12. Daily visitor parking vouchers, when displayed, are to be scratched to show the relevant parking details or they will be void.
13. Daily visitor parking vouchers can only be used for visitors to the resident who purchased them. Any misuse including sale, use by commuters or shoppers etc, will automatically lead to the residence losing the facility to use visitor parking vouchers.
14. Failure to display a residents' parking permit/visitor voucher will incur a fixed penalty notice per occurrence.

## **Details of Charges**

### **Private Residents**

- Residents permit  
(maximum of 1 per residency or individual letting) £50.00

### **Business Permits**

- Business or Annual Business Visitor Permits  
(maximum of 1 per business) £50.00

### **Daily Visitor Permits**

- Book of 10 - For residents & businesses located within the parking zone.  
Maximum of 10 books per year. £15.00

### **Permit replacements**

- Change of vehicle, damage or loss. £5.00

### **Permit refunds**

- Full unused months will be refunded £5.00

### **Additional Information**

- Cheque/Postal Orders should be made payable to 'South Kesteven District Council'
- For any other queries or for further information contact:  
South Kesteven District Council  
Grantham,  
Lincolnshire,  
NG31 6PZ  
Tel: 01476 406080

## **How Residents Permits Work**

South Kesteven District Council administers the Stamford Resident's Parking Scheme. Below you can find out who is eligible for a parking permit.

### **Zones**

Where a defined zone has been set within a town, residents living within the zone may be entitled to purchase a permit for their vehicle or vouchers for their visitors.

The Resident's Parking Scheme is in force Monday - Saturday, 8am - 6pm (Monday to Sunday). During these times, a valid permit is required to be displayed.

### **Parking**

The resident parking permit and the visitor parking vouchers can be used to allow parking in any designated 1 and 2 hour bay within the designated parking scheme zone.

### **Annual permits**

Annual permits (each with a maximum of 4 registrations) are available to each eligible property within the scheme.

### **Applying for a permit**

Applications for permits should be made through the South Kesteven District Council Office.

When applying for a permit we will require proof of residency and proof (V5 or insurance document) that the vehicle(s) being added to the permit are registered to the same address.

### **Visitor parking vouchers**

Whether you have purchased a resident permit or not, as long as you meet the residency criteria you may purchase up to a maximum of 10 visitor voucher books (10 individual parking vouchers in each) per year.

### **Houses in multiple occupancy (HIMO)**

Qualifying houses in multiple occupancy are eligible for one residential permit per individual tenancy (tenancy agreement will be required as proof of residency).

### **Business permits**

There is a maximum of one parking permit per business, as with the resident permits, up to 4 individual registrations can be added to the permit.

### **Replacements**

If you change your vehicle, you will need to bring your old permit and new V5 or insurance documents to our office to exchange your permit.

### **Returning your permit**

If you move out of the Resident's Parking Scheme, you will be required to surrender your permit.

Annual permits can be refunded 1/12 of the value of the permit for each full unused month remaining. Continuing to use your permit after you have moved out of the Resident's Parking Scheme zone will result in the issue of a Penalty Charge Notice.

