

# AGENDA



## CABINET

**THURSDAY, 12 OCTOBER 2017**

**2.00 PM**

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

Aidan Rave, Chief Executive

The Leader	Councillor Matthew Lee, Cabinet Member for HR & Cultural Services (Chairman)
The Deputy Leader	Councillor Kelham Cooke, Cabinet Member for Business Transformation & Commissioning
Cabinet Members:	Councillor Helen Goral, Cabinet Member for Communications & Engagement Councillor Michael King, Cabinet Member for Economy & Development Councillor Dr Peter Moseley, Cabinet Member for Environment Councillor Nick Neilson, Cabinet Member for Communities Councillor Nick Robins, Cabinet Member for Retail & Visitor Economy Councillor Jacky Smith, Cabinet Member for Health, Wellbeing and Skills Councillor Adam Stokes, Cabinet Member for Finance
Cabinet Support Officer:	Jo Toomey Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a>

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

- 1 APOLOGIES**
- 2 MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2017** (Pages 3 - 7)  
(Enclosure)
- 3 DISCLOSURE OF INTERESTS (IF ANY)**
- 4 \*PRIVATE SECTOR HOUSING RENEWAL POLICY - INDEPENDENT LIVING** (Pages 8 - 37)  
Report number ENV669 of the Cabinet Member for Communities.  
(Enclosure)
- 5 \*ST. PETER'S HILL RE-DEVELOPMENT - OFFICE REMODELLING AND GUILDHALL** (Pages 38 - 42)  
Report number TC0001 of the Deputy Leader. (Enclosure)
- 6 \*ST PETER'S HILL RE-DEVELOPMENT - CINEMA** (Pages 43 - 145)  
Report number PD023 of the Cabinet Member for Health, Wellbeing and Skills.  
(Enclosure)
- 7 UPDATE TO THE CAPITAL PROGRAMME 2017/18** (Pages 146 - 151)  
Report number CFM438 of the Cabinet Member for Finance. (Enclosure)
- 8 OFF-STREET PARKING PLACES ORDER - LEISURE TARIFF** (Pages 152 - 206)  
Report number PD024 of the Cabinet Member for Retail and Visitor and Economy.  
(Enclosure)
- 9 MATTERS REFERRED TO CABINET BY THE COUNCIL OR OVERVIEW & SCRUTINY COMMITTEES** (Pages 207 - 217)  
Report number LDS237 of the Leader of the Council. (Enclosure)
- 10 ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.**  
(Pages 218 - 264)  
Report number LDS238 of the Leader of the Council. (Enclosure)
- 11 REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS** (Pages 265 - 268)  
Report number LDS236 of the Leader of the Council. (Enclosure)
- 12 CABINET FORWARD PLAN** (Pages 269 - 275)  
Report number LDS235 of the Leader of the Council. (Enclosure)
- 13 ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**

# MINUTES

## CABINET

THURSDAY, 7 SEPTEMBER 2017



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**THE LEADER:** Councillor Matthew Lee (Chairman)

**THE DEPUTY LEADER:** Councillor Kelham Cooke (Vice-Chairman)

### **CABINET MEMBERS PRESENT**

Councillor Michael King  
Councillor Helen Goral  
Councillor Nick Robins  
Councillor Jacky Smith  
Councillor Adam Stokes  
Councillor Dr Peter Moseley  
Councillor Nick Neilson

### **NON-CABINET MEMBERS PRESENT**

Councillor Nick Craft  
Councillor Phil Dilks  
Councillor Bob Sampson

### **OFFICERS**

Chief Executive (Aidan Rave)  
Strategic Director, Corporate (Daren Turner)  
Strategic Director, Growth (Steve Ingram)  
Assistant Director, Environment (Ian Yates)  
Assistant Director, Growth & Development (Paul Thomas)  
Assistant Director, Legal & Democratic (Lucy Youles)  
Assistant Director, Transformation & Change (Judith Davids)  
Corporate Finance Manager (Richard Wyles)  
Principal Democracy Officer (Jo Toomey)

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#### **CO58. MINUTES OF THE MEETING HELD ON 13 JULY 2017**

The minutes of the meeting held on 13 July 2017 were agreed as a correct record.

#### **CO59. DISCLOSURE OF INTERESTS (IF ANY)**

No interests were disclosed.

## CO60. HOUSING STRATEGY

### **Decision:**

- 1. Cabinet approves the draft Housing Strategy (subject to the amendment to page 12 of the draft strategy as noted in minute CO60) and the Housing Strategy Action Plan (appendix 1 and 2 of report HS3) for consultation in accordance with the consultation strategy attached as appendix 3 of report HS3**
- 2. That delegated authority be given to the Cabinet Member for Communities and Wellbeing to approve the final version of the Housing Strategy and Housing Strategy Action Plan**

### Considerations/reasons for decision

1. Report number HS3 of the Cabinet Member for Communities and Wellbeing and the appended draft Housing Strategy and Action Plan
2. National policy changes affecting the housing agenda including a new Government focus on housing delivery, a new Planning Act, a Housing White Paper and legislative changes affecting private rented accommodation
3. The Council's progression of a £2.2m Housing Revenue Account development programme
4. Provision of 27 additional new homes for social rent being developed across three sites, which were on target for completion in 2017/17
5. Two housing summits held with Councillors in early 2017
6. Comments raised during a briefing session for Councillors held on 22 May 2017
7. Consideration of the Communities and Wellbeing Overview and Scrutiny Committee on 11 July and 5 September 2017
8. Roundtable discussions involving developers, registered providers, other local authorities, landowners and landlords from which six key themes arose:
  - a. Planning
  - b. Opportunities to work together
  - c. A role for the Council in the private rented market
  - d. The need for a tailored approach to meet contrasting needs in different parts of the district
  - e. The importance of land issues
  - f. A desire to meet again
9. The proposed consultation strategy attached as appendix 3 to report HS3
10. The proposed timetable for adoption set out in report HS3
11. Comments made by non Cabinet members, Councillors Dilks and Craft, during the Cabinet meeting

In presenting the draft Housing Strategy, the Cabinet Member for Communities and Wellbeing summarised report HS3, highlighting the process



that the draft strategy had followed during the course of its development and how feedback from each stage had been incorporated within the draft.

One theme raised during the meeting was whether the Council's commitment to providing affordable housing could be expressed more specifically however an argument was made against this. New initiatives, including the starter homes programme, could meet a proportion of any affordable housing target set by the Council which meant that citing an exact figure may not be appropriate. Consequently it was agreed that the wording of the final bullet point on page 12 of the draft strategy be amended to read:

- *Lobby central Government on future policy development for the affordable housing sector to maximise resources available for future investment, **including the retention of a negotiated quota on new developments through Section 106 of the Planning Act as this is the principal contributor to new stock.***

During discussion of the item Cabinet Members' attention was drawn to a recommendation from the Communities and Wellbeing Overview and Scrutiny Committee: that the Cabinet to commits to a test/pilot scheme for modular housing on Council-owned land as part of the housing strategy. As a result, the Cabinet Members for Communities and Wellbeing and Economy and Development were asked to work together to bring forward options relating to such a scheme.

#### Other options considered

To continue delivery against the current Housing Strategy 2013-18 until the specified end date. This option has not been taken because changes in housing policy have necessitated early review to ensure that the Council's approach to strategic housing remains relevant and deliverable.

The Leader requested that the Cabinet's thanks be formally recorded to Councillor Neilson, the current Cabinet Member with responsibility for housing and Councillors Linda Wootten and Rosemary Woolley, former Cabinet members who had had housing within their remit, for their work in the development of the strategy.

#### CO61. QUARTER 1 BUDGET MONITORING REPORT

The Cabinet noted the contents of report CFM430 which provided the forecast outturn position at the end of quarter 1 (up to 30<sup>th</sup> June 2017). The Cabinet Member for Finance drew Members' attention to table A of the report, which showed a forecast variance of £333,000 over budgeted levels for the General Fund. He stated that strategies were in place to recover this variance during the remainder of 2017/18 including opportunities to generate new income.

Table C showed General Fund significant income streams. An updated version of this table was circulated to Members as a supplementary paper. A question was raised by a non-Cabinet Member about investment income. The

Cabinet Member stated that consideration was being given to a number of investment opportunities, including acquisition of properties, to give a commercial return that would offset the variance below budgeted levels in investment income.

The Cabinet noted the report.

**CO62. MATTERS REFERRED TO CABINET BY THE COUNCIL OR OVERVIEW & SCRUTINY COMMITTEES**

Report number LDS229 summarised the activity of those Overview and Scrutiny Committees that had met since the last meeting of the Cabinet on 13 July 2017. Cabinet members noted the report.

**CO63. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.**

Report number LDS227 informed the Cabinet of decisions that had been taken by individual members since the last meeting of the Cabinet was held on 13 July 2017. An additional appendix (Appendix E) to the report was circulated to Cabinet members at the meeting as the decision to which it related had been made after the agenda had been published.

Appendix A referred to a non-key decision made by the Deputy Leader, which related to a lease with Peter's Motor Group that had been renewed for a further seven-year period.

Appendix B referred to an urgent key decision that was taken by the Cabinet Member for Visitor and Retail Economy and related to discretionary business rate relief, which was intended to support 1,000 businesses. The Cabinet Member provided a further update, stating 500 businesses would be assisted through the grant while the remaining 500 would be supported through three other grants that were currently available. This meant that the full grant had not been used. To ensure the full grant was fully utilised, members were advised that the criteria would be reviewed and relaxed to include high street stores.

Appendix C and D related to the adoption of neighbourhood plans for Colsterworth and District and Skillington. Both plans had been subject to examination and aligned with the emerging Local Plan for South Kesteven.

Appendix E related to a non-key decision on the St. Peter's Hill project taken by the Cabinet Member for Major Development Projects. It delegated authority to the Strategic Director, Property, in consultation with the Cabinet Member for Major Projects to incur expenditure up to a maximum of £200k (of the allocated capital budget) on external professional fees to progress the pre-construction technical design and the updating of the detailed business case for the project. It also gave authority to the Executive Manager, Property, in consultation with the Cabinet Member for Major Projects, to instruct the Council's solicitors to prepare the Agreement for Lease and Lease with the

cinema operator based on the Heads of Agreement.

**CO64. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**

Report number LDS230 of the Leader of the Council informed Cabinet Members that no requests to speak by non-Cabinet members had been received prior to the publication of the agenda nor had any such requests been received after the agenda had been published.

**CO65. CABINET FORWARD PLAN**

Report number LDS228 of the Leader of the Council provided an overview of the items the Cabinet could expect to see on its agenda between 1 October 2017 and 31 December 2017. Several members highlighted updates that needed to be made to the attached plan:

- Following the creation of a working group to consider the community fund by the Communities and Wellbeing Overview and Scrutiny Committee, the date included in the plan needed to be amended from the Cabinet meeting on 12 October 2017 to 9 November 2017
- As the Housing Strategy related to the growth agenda, it would, following the consultation period, be subject to consideration by the Growth Overview and Scrutiny Committee in addition to the Communities and Wellbeing Overview and Scrutiny Committee
- The Key Decision to agree the fees and charges for 2018/19 would be made on 11 January 2018, not 7 December 2017

A request was made for the plan to list the relevant Cabinet Member and that the forward plan of items for Council also be incorporated.

**CO66. CLOSE OF MEETING**

The meeting was closed at 14:44.

**DATE DECISIONS EFFECTIVE:**

Decision CO60 as made on 7 September 2017 can be implemented on 15 September 2017, unless subject to call-in by an Overview and Scrutiny Committee Chairman or any five members of the Council from any political group.



## CABINET

Report of: Councillor Nick Neilson  
Cabinet Member for Communities and Wellbeing

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>Private Sector Housing Assistance Policy – Independent Living (ENV669)</b>

<b>Decision Proposal:</b>	Key decision
<b>Relevant Cabinet Member:</b>	Councillor Nick Neilson, Cabinet Member for Communities
<b>Report author:</b>	Anne-Marie Coulthard – Service Manager, Environmental Health Tel: 01476 406319 E-mail: a.coulthard@southkesteven.gov.uk Date: 12 September 2017
<b>Reviewed by:</b>	Ian Yates – Assistant Director, Environment Tel: 01476 406301 E-mail: i.yates@southkesteven.gov.uk Date: 22 September 2017
<b>Signed off by:</b>	Tracey Blackwell – Strategic Director, Environment and Property Tel: 01476 403058 E-mail: t.blackwell@southkesteven.gov.uk Date: 25 September 2017
<b>Approved for publication</b>	Councillor Mr Nick Neilson, Cabinet Member for Communities Date: 25 September 2017

### SUMMARY

This report presents the draft Private Sector Housing Assistance Policy for Independent Living for consideration by the Cabinet.

Government funding for Disabled Facilities Grants (DFGs) changed significantly in 2015/16 when it became part of the Better Care Fund (BCF), a pooled budget between the NHS and upper tier councils. The aim of the fund is to provide more joined-up and customer focused services to reduce hospital and care admissions and enable people to return from care more quickly.

The Central Government allocation for South Kesteven in 2017/18 is £733,770, an increase of over 50% on the amount received in the previous year. This increase is in recognition of the rising need for adaptations and to encourage a more joined up approach.

A draft policy which will effectively utilise the increased allocation has been developed with the Communities and Wellbeing Overview and Scrutiny committee. The policy seeks to support a timely and streamlined service which aims to prevent, reduce or delay the need for interventions by health and social care services, and support vulnerable individuals to remain safe and well in their own homes.

## **RECOMMENDATION**

It is recommended that:

1. Cabinet approves the Private Sector Housing Assistance Policy – Independent Living.
2. That the Council's Capital programme for 2017/18 be amended to recognise the increased funding of £733,770 which is available from the Better Care Fund for Disabled Facilities Grants.
3. That delegated authority is given to the Cabinet Member for Communities and Wellbeing to make any minor amendments to the policy that may be required to support its continued effectiveness.

## **1. BACKGROUND TO REPORT**

- 1.1** Local housing authorities have a statutory duty to provide disabled facilities grants (DFGs), however, there is also a general power under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to give financial assistance for home repair, improvement and adaptation, provided it is given in accordance with a published policy. This assistance can be unconditional or subject to conditions, such as repayment if the property is sold within a number of years or a means test.
- 1.2** On 28 June 2017, the Council received a grant allocation of £733,770 from Lincolnshire County Council in respect of the District Council's entitlement from the Government Better Care Fund. This is a significant increase on the previous year's allocation (£376,000).
- 1.3** The increased funding allocation for 2017/18 provides an opportunity for a more holistic, proactive and flexible approach to supporting independent living and providing disabled adaptations.
- 1.4** The accessibility of the home is important for successful hospital discharge, to enable care to take place at home, and to allow people to live independent lives wherever possible. The majority of disabled people are not in specialist accommodation, but live in their own homes and wish to remain there, or have limited opportunities to move to more suitable accommodation. Offering preventative solutions can help older and disabled people maintain their self

respect, reduce injury and hospital admission costs to the NHS, reduce reliance on social care, and stay in the community.

- 1.5** Based on the current demand for mandatory disabled facilities grants it is forecast that there will be an under spend in 2017/18. This is despite the increased national demand for adaptations due to people living longer, living with more complex needs and the reduction in care and nursing home capacity. To utilise the funding beyond mandatory DFGs a Private Sector Housing Policy – Independent Living has been developed with the Communities and Wellbeing Overview and Scrutiny Committee. Options were presented to the Committee at their meeting of 11 July 2017 (see background papers) and following feedback, a draft policy was presented at the meeting on 5 September 2017. The Communities and Wellbeing Overview and Scrutiny Committee have recommended to Cabinet that the draft Private Sector Housing Assistance Policy for independent living is approved for adoption.
- 1.6** The draft policy proposes amendments to the current discretionary assistance which is already available and introduces new forms of assistance. The assistance focuses on key areas which aim to speed up the process by reducing administration relating to the means test and broadening the scope of work undertaken. With the exception of mandatory disabled facilities grants, all of the forms of financial assistance in the policy are at the Council's discretion and subject to available budget and will be withdrawn once available funds are exhausted. The table below summarises the proposed changes:

Type of assistance	Means test	Land charge	Mandatory/ discretionary	Key outcome	Max. funding	New/ existing/ amended
Disabled Facilities Grant (DFG)	Y	Y	Mandatory	Adaptations to enable independent living	£30,000	Existing
DFG top-up	Y	Y	Discretionary	Top up of mandatory DFG which exceeds grant limit	£10,000	Amended
Disabled Adaptation Assistance	N	Y	Discretionary	Minor adaptations for those eligible for a DFG without means testing	£7,000	New
Moving on Assistance	Y	Y	Discretionary	Financial assistance to move to more suitable accommodation	£10,000	Amended
Hospital Discharge Assistance	N	Y	Discretionary	Prevent Delayed Transfers of Care associated	£10,000	New

				with housing disrepair or access issues		
Safe, Warm and Well	Y	Y	Discretionary	Minor essential repairs to make homes safe for vulnerable owner occupiers	£8,000	Amended (replacement for Essential Home Repair Assistance)
Dementia Aids and Adaptations	N	N	Discretionary	Enable people with a diagnosis of dementia to manage their surroundings and retain their independence.	£750	New

## 2. Review of the existing means test for lower value work

- 2.1** The contribution a disabled person has to make towards an adaptation is determined by a prescribed means test. This is based on what the Government considers a person needs to live on per week, the income of the disabled person and their partner, and how much they could raise in a loan from a commercial bank. The majority of grant applicants are elderly and would be unable to access most commercial finance options. In addition, as the means test does not take account of actual living costs, those with high mortgage or rent payments will be hugely affected and unlikely to be able to raise the funding. As a result, many disabled people who are not necessarily “well off” have a large contribution to make or do not qualify for a disabled facilities grant (DFG). This leaves them at continued risk as they are unable to fund any works themselves.
- 2.2** Administration of the means test itself is time consuming for both the Council and the disabled person as they must produce evidence of their income (bank statements, benefit statements, wage slips, pension details etc.) which are then used to calculate the contribution. This causes delays to the process, particularly when the greatest proportion of disabled people who were referred had no contribution. For example, in 2016/17, 122 referrals were received from Occupational Therapy, of these 10% failed the means test (their contribution was greater than the cost of the works), 20% made a contribution to the works (median contribution was £500), 3% had a contribution but did not proceed with the works, and 67% received full grant funding.
- 2.3** The proposal is to introduce Discretionary Disabled Adaptations Assistance which will remove the means test for adaptations with a total value of up to £7,000. This will reduce the time taken to process applications and assist in early intervention to prevent hospital admission/reduce reliance on carers.

### **3. Broadening the scope of work**

**3.1** Mandatory disabled facilities grants only address the needs of a person in respect of their disability. The ability to use the BCF capital grant to support wider social care outcomes means that additional works can be funded that support independent living, hospital discharge and health and safety issues where prevention is key.

**3.2** The draft policy proposes the introduction of several new forms of financial assistance which align with this:

- Hospital Discharge Assistance
- Safe, Warm and Well
- Dementia Aids and Adaptations

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

**4.1** The Council does not have to offer discretionary financial assistance, but failure to do so could leave vulnerable people at risk of avoidable harm. There is an expectation from Government that the increased funding levels will lead to better outcomes for residents and reduced reliance on health and social care services.

### **5. RESOURCE IMPLICATIONS**

**5.1** Any additional financial assistance would be discretionary and dependent on available capital budget. The policy will support best use of the increased budget from the BCF, with DFGs expected to remain part of the BCF with a further uplift in 2018/19.

**5.2** The service will be provided within existing staff resources in the short to medium term.

### **6. RISK AND MITIGATION**

**6.1** Risk has been considered as part of this report and any specific high risks are included in the table below:

<b>Category Risk</b>	<b>Action / Controls</b>
Financial	Financial assistance beyond mandatory disabled facilities grants is discretionary and subject to funding
Reputational	An approved policy which supports residents to manage their independence

### **7. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

**7.1** Equality analysis has not identified any potential for discrimination or for negative impact, and all opportunities to promote equality have been taken.



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

- 8.1** There are not considered to be any direct crime and disorder implications arising from this report.

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

- 9.1** The budget allocation for 2017/18 is £733,770 which has now been received from the Better Care Fund. The spend against the budget will be monitored through the usual budget monitoring processes.

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

- 10.1** Article 3 of the Regulatory reform (Housing Assistance) (England & Wales) Order 2002 provides the power for local authorities to provide financial assistance for home repair, improvement and adaptation. However, a local housing authority may not exercise the power conferred by Article 3 unless they have:

- a. adopted a policy for the provision of assistance under that article;
- b. given public notice of the adoption of the policy;
- c. secured that a document in which the policy is set out in full is available for inspection, free of charge, at their principal office at all reasonable times; and
- d. the power is exercised in accordance with that policy.

## **11. COMMENTS OF OTHER RELEVANT SERVICES**

- 11.1** None

## **12. APPENDICES**

- 12.1** Appendix 1- Draft Private Sector Housing Assistance Policy – Independent Living

## **13. BACKGROUND PAPERS**

- 13.1** ENV661 – Private Sector Housing Renewal – Independent Living report to Communities and Wellbeing Overview and Scrutiny Committee, 11 July 2017:  
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=628&MId=3438&Ver=4>
- 13.2** ENV666 – Draft Private Sector Housing Assistance Policy – Independent Living report to Communities and Wellbeing Overview and Scrutiny Committee, 5 September 2017:  
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=628&MId=3439&Ver=4>

# South Kesteven District Council Private Sector Housing Assistance Policy – Independent Living

Providing assistance under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

## **1.0 Background**

The suitability of the home is integral to meeting the needs of our residents. A home which enables them to live independently or supports others to provide safe and effective care contributes to the promotion of physical and emotional health and wellbeing and supports a full and active life.

Helping residents to make the right housing choices for their needs and providing support to make the home safe can help reduce hospital admissions or re-admissions, reduce reliance on care and support, improve wellbeing and help maintain independence in the home. One of the ways of doing this is by providing financial assistance to support those choices or adapt the homes of disabled and vulnerable people enabling them to live safely.

The population of South Kesteven is increasing, with the number of older people expected to increase dramatically over the next 15 years. The prevalence of disability increases with age and as the District has an ageing population demand for adaptations is likely to increase. The majority of housing is not designed with elderly and disabled people in mind, and whilst some people have disabilities from a young age, most do not become aware of problems with their home until their circumstances change through illness, accident or growing frailty in older life.

This policy explains how South Kesteven District Council will use its resources to assist residents in need of support to maintain independence in the home, reduce the need for support from social care and health services and/or prevent further deterioration in their conditions. The assistance may be in the form of Mandatory Disabled Facilities Grants or discretionary assistance, which enables the Council to deal with immediate health and safety concerns swiftly and appropriately. With the exception of Mandatory Disabled Facilities Grants, all of the assistance provided under this policy is at the discretion of the Council and subject to available resources. If demand for discretionary assistance exceeds the available budget the assistance will be suspended. In these instances the Council does not undertake to maintain a waiting list.

This policy will be reviewed as necessary to take into account changes to legislation and policies at local and national level, but in any case, will be reviewed every 4 years in line with the time period of the Council's Housing Strategy.

## **2.0 Legal Framework**

The main legislation governing the provision of Disabled Facilities Grants (DFGs) is the Housing Grants, Construction and Regeneration Act 1996. This places a statutory duty on local housing authorities to provide grant assistance to qualifying disabled people to undertake a range of adaptations to their homes which are deemed "necessary and appropriate" to meet their needs and it is "reasonable and practicable" to undertake the adaptations having regard to the age and condition of the dwelling. The grant is subject to a means test (except in the case of children) and works must be eligible as defined by the Act and Regulations. The maximum grant available is £30,000.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the RRO") gives local authorities the power to provide assistance (either directly or indirectly) to any person for the purpose of improving living conditions in the local authority area provided this is given in accordance with a published policy.

In accordance with the RRO, this policy has been adopted by South Kesteven District Council and includes details of:

- a. The types of assistance the Council may make available
- b. The eligibility conditions for the assistance
- c. The amount of assistance available
- d. The conditions that will apply to the provision of the assistance
- e. The circumstances when repayment may be required

## **3.0 Strategic Context**

In April 2015 the Government made significant changes to the funding mechanism for disabled facilities grants by making the allocation part of the Better Care Fund (BCF); a pooled budget between the NHS and upper tier councils. The aim of the fund is to provide more joined-up and customer focused services to reduce hospital and care admissions and enable people to return from hospital more quickly.

The Care Act 2014 established a requirement that a needs assessment must be carried out where it appears to the social care authority that a person for whom they may provide or arrange community care services, may be in need of such services. The associated guidance states that the care and support system must actively promote wellbeing and independence and aim to prevent need, not just wait to respond when people reach a crisis point.

Aligned to this, the NHS 5 Year Forward View (2014) noted that a key condition for transformation across local health economies is a strong primary and out-of-hospital care system, with well-developed planning about how to provide care in people's own homes, with a focus on prevention, promoting independence and support to stay well.

Home adaptations and essential repairs for disabled and vulnerable people support these requirements as they can:

- Enable independence at home
- Speed up hospital discharge/reduce readmission
- Prevent escalation of need e.g. accidents and falls
- Support maintenance of physical and mental well-being

It is clear that home adaptations can contribute to meeting a range of Public Health, NHS and Social Care outcomes. While the housing law relating to the provision of grants for disabled adaptations has not changed, there is scope for local innovation in delivery and opportunities to consider how home adaptations can better support housing, health and social care to achieve improved health and wellbeing outcomes for those with care and support needs.

#### **4.0 Priority Areas and Evidence**

This policy aligns with the South Kesteven District Council Housing Strategy outcome to enable independent living, by supporting those whose independence may be at risk to access housing (including their current home) which meets their needs.

The focus on prevention, with the suitability of the home being a core component of health and wellbeing is central to supporting an integrated approach.

Nationally, almost  $\frac{1}{3}$  of people aged 65 and over, and  $\frac{1}{2}$  of people aged 80 and over fall each year, with the home being the most common place for a fall. Falls account for between 10 and 25% of ambulance call outs for the over 65s, costing around £115 per call out. Older people who fall are likely to

suffer a repeat fall and in most cases require recurrent use of health and social care services. Recurrent fallers are also more prone to have a fall-related fracture; the health cost associated with hip fractures alone is estimated at £6 million per day or £2.3 billion per year.

In addition, falls are one of the major reasons for people to move from their own home to residential care, again increasing social care costs and impacting on independence. The overall effect of increasing personal wellbeing, preventing accidents and reducing strain on carers means that the cost savings to health and social care of preventing falls are potentially extremely high. A package of relatively low cost adaptations could reduce falls and may delay hospital admissions.

Many chronic health conditions experienced by people, particularly older people, have a causal link to, or are exacerbated by poor housing. Frail and older people experience poorer physical and mental health and higher risk of mortality, while babies and young children have an increased risk of respiratory problems. The annual cost to the NHS of treating disease due to cold private housing has been estimated at over £850 million (at 2009 costs). This does not include additional spending by social services, or economic losses through absences from work. Health risks associated with cold homes include; increased respiratory illness, worsening of asthma, chronic obstructive pulmonary disease, worsening of arthritis, increased blood pressure and risk of heart attacks and stroke. A cold home also increases the risk of falls and accidents as strength and dexterity decreases at lower temperatures. Making homes weather safe, wind and weather proof, alongside ensuring suitable indoor temperatures can be maintained could reduce symptoms or instances of illness.

## **5.0 Types of Assistance**

The provision of assistance other than Mandatory Disabled Facilities Grants is subject to the availability of funding. Housing options advice will be provided in all cases to ensure that the right option for the household is being considered. This may include information about entitlement to benefits, third party funding options e.g. charities, energy efficiency and signposting to other services and agencies.

A summary of the available assistance is provided below. Full details of each type of assistance and associated conditions are in Appendix A.

Type of assistance	Means Test	Local Land Charge	Mandatory/ Discretionary	Key Outcome	Max. Funding
Disabled Facilities Grant (DFG)	Y	Y	Mandatory	Adaptations to enable independent living	£30,000
DFG top-up	Y	Y	Discretionary	Top up of mandatory DFG which exceeds grant limit	£10,000
Disabled Adaptation Assistance	N	Y	Discretionary	Minor adaptations for those eligible for a DFG without means testing	£7,000
Moving on Assistance	Y	Y	Discretionary	Financial assistance to move to more suitable accommodation	£10,000
Hospital Discharge Assistance	N	Y	Discretionary	Prevent Delayed Transfers of Care associated with housing disrepair or access issues	£10,000
Safe, Warm and Well	Y	Y	Discretionary	Minor essential repairs to make homes safe for vulnerable owner occupiers	£8,000
Dementia Aids and Adaptations	N	N	Discretionary	Enable people with a diagnosis of dementia to manage their surroundings and retain their independence.	£750

### 5.1 Mandatory Disabled Facilities Grants (DFG)

The Council will continue to provide assistance to those who qualify for a DFG as laid down in legislation. The adaptations funded will be considered as being the most appropriate, reasonable and cost effective way of meeting the assessed needs of the disabled person up to the maximum grant of £30,000.

Where the applicant/ disabled person wishes to carry out works to the property which are over and above those assessed by the Occupational Therapist (OT), the Council may, in circumstances where the alternative is considered appropriate and will meet the assessed needs of the disabled person, offer financial assistance up to the value of the assessed need.

### 5.2 Top Up of Mandatory Disabled Facilities Grant

This assistance of up to £10,000 may be available in conjunction with a Mandatory Disabled Facilities Grant where the cost of the eligible works exceeds the current mandatory limit of £30,000.

The applicant's ability to afford the excess over the mandatory grant amount will be assessed by carrying out a means test of their resources. This will include a means test of the resources of parents/guardians of disabled children applying for discretionary DFG top-up funding.

### 5.3 Discretionary Disabled Adaptations Assistance

This provides non means tested financial assistance for disabled people for minor works with a value up to £7,000 that would be eligible for a mandatory disabled facilities grant.

### 5.4 Moving on Assistance

This assistance enables disabled people who would be eligible for a Mandatory Disabled Facilities Grant to move to more suitable accommodation where it is considered more appropriate than providing funding through a Mandatory Disabled Facilities Grant to adapt their existing home. This funding of up to £10,000 may be used in conjunction with a Mandatory Disabled Facilities Grant to undertake eligible works to the new property.

This may include circumstances where the existing accommodation is not reasonably and practicably capable of being adapted to meet the needs of the disabled person.

### 5.5 Hospital Discharge Assistance

This assistance is for people in hospital awaiting discharge back to their home, and provides up to £10,000 to fund urgent adaptations that allow access in and around the person's home. Other minor works which are

needed to facilitate their discharge from hospital will also be considered e.g. one off clearance of hoarded properties and works to heating systems.

#### 5.6 Safe, Warm and Well

This assistance is for owner occupiers over the age of 65, or those with chronic or severe health conditions affected by poor housing conditions (verified by a GP or medical professional), who need to undertake essential repairs to their home in order to remain safe and healthy. Essential repairs are determined as a Category 1 (serious) or significant Category 2 (other) hazards as determined by the Housing Act 2004. The maximum available funding is £8,000.

Applicants must be in receipt of a qualifying benefit or have an annual household income after tax of below £23,250

#### 5.7 Dementia Aids and Adaptations

This assistance provides aids and minor adaptations to the home which are designed to enable people diagnosed with dementia to manage their surroundings and maintain their independence. The assistance is limited to £750 and not subject to a means test.

### 6.0 Eligibility Criteria and Conditions

6.1 In this policy the term “assistance” means any form of financial assistance approved for the purpose of housing renewal, maintenance, improvement or adaptation. “Condition” means any condition attached to any such assistance. Any reference to “owner” or “person responsible” is taken to mean any owner or other person who is responsible for the relevant conditions either singly or jointly. This includes the original person who applied for or received the assistance, as well as any other person who has subsequently become responsible for any condition as a result of acquiring the property or an interest in it.

6.2 The specific criteria for each form of assistance are detailed in appendix A. However, the following conditions will apply in all cases:

- a. Where stated, any financial assistance and related conditions will be secured as a legal charge against the property. A breach of conditions requires the repayment of all or part of the assistance. This charge will not be removed until either the conditions expire or until the assistance is re-paid together with any interest or additional charges that may apply.



- b. A charge against the property is binding on any person who is for the time being an owner of the premises concerned. Where a condition is broken, the Council has the usual powers and remedies in law to enforce the charge and secure payment of any amount due.
  - c. Where any condition is in force, the Council may require the responsible person to provide any information to satisfy the Council that the condition is being complied with. The Council can require this information in writing or in other reasonable form. It is a condition that this information is provided in the form required within a reasonable timescale as specified by the Council and as fully, accurately and honestly as reasonably practicable. Failure to comply with this requirement is a breach of conditions in itself and the assistance, or part of the assistance where specified, must be re-paid to the Council.
  - d. It is for the person responsible for complying with any condition to demonstrate to the Council's satisfaction that the condition is being complied with. Failure to do so will be treated as failure to comply with the condition. The Council does not have the burden of having to prove that the condition is not being complied with.
  - e. Conditions will generally be enforced in all cases. Money repaid or recovered will be recycled back into the housing renewal capital programme.
  - f. The approval of assistance does not give or imply the Council's approval of any other consent that may be required, such as planning permission or building regulation consent. It is the responsibility of the applicant to obtain any such consent as may be required.
- 6.3 Any person making an application for assistance must:
- a. Be over the age of 18 years on the date of application
  - b. Live in the dwelling which is subject to the application as their sole main residence
  - c. Live within the district of South Kesteven.
- 6.4 Persons will not be eligible for assistance in the following circumstances:
- a. Where ownership of the dwelling is disputed
  - b. Where the owner of the property has a statutory duty to undertake the necessary works to the dwelling and it is reasonable for them to do so.
  - c. Where the proposed works would normally be covered by buildings insurance. If before a grant is approved it is found that the applicant has submitted an insurance claim, the insurance company will be asked to confirm in writing the extent of the claim and their liability, if

- any. The value of any housing assistance will be reduced by the amount equivalent to the insurance company's liability.
- d. Where works have started before the formal approval of an application, except where in exceptional circumstances a defect may present a serious risk to health and safety.
  - e. Where the proposed works are to repair any shed, outbuildings or appurtenances.
  - f. Incomplete applications or applications lacking sufficient information will be refused.
- 6.5 All cases will be considered on a case by case basis. Incomplete applications or applications lacking sufficient information will be refused.
- 6.6 Enquiries about how the policy is operated should be referred to the Environmental Health Service Manager in the first instance. Appeals must be made in writing and detail the specific grounds on which the appeal is based.

## **7.0 Making an Application and Payment of Assistance**

Applications must be made in writing on the appropriate form and must include original documentation where requested. An application will only be considered complete once all of the relevant documentation has been provided.

The Council may charge a fee for any professional services or charges incurred relating to the work for which the assistance is being sought e.g. obtaining proof of ownership, drawing of plans etc. This fee will be incorporated into the total assistance amount.

The Council will make arrangements for contractors to undertake works, however, the contract agreement is between the applicant and contractor; the Council will not be liable for disputes arising between the parties. If the applicant elects to use their own contractor they must submit at least 2 written quotations from different contractors.

In the event of any disputes between the applicant and the contractor the Council will help to resolve these, however should this not be possible it may be necessary for the applicant to seek legal advice to remedy any dispute.

The Council will normally arrange for grant payments to be made directly to contractors upon completion of works.

## **8.0 Maintenance and Repair**

The quality of work undertaken by contractors appointed by the Council is guaranteed for a period of 12 months. Some of the individual items may have their own extended warranties that are provided by the manufacturer. It is the applicant's responsibility to ensure that any extended warranties are applied for in accordance with the manufacturer's guarantee. Copies of guarantees/warranties will be provided to the applicant after completion of the works.

The Council is not responsible for the ongoing maintenance or repair of any items.

## **9.0 Data Protection**

All data will be held in accordance with the Data Protection Act 1998.

The Council may investigate or formally verify any of the information provided in connection with any application for assistance.

In order to progress an application it may be necessary to share information provided with other organisations that may assist with the grant process. These may include:

Lincolnshire County Council – Adult Social Care or Children's Services  
Lincolnshire Home Independence Agency or other Agencies appointed by applicants  
Relevant Government Departments

The Council is under a duty to protect public funds and may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

## **APPENDIX 1 – Details and Conditions of Assistance**

1. Mandatory Disabled Facilities Grants
2. Top Up of Mandatory Disabled Facilities Grant
3. Discretionary Disabled Adaptations Assistance
4. Moving on Assistance
5. Hospital Discharge Assistance
6. Safe, Warm and Well
7. Dementia Aids and Adaptations

DRAFT

## 1. Mandatory Disabled Facilities Grants

**Purpose:** Local housing authorities have a statutory duty to provide grant aid to disabled people to undertake a range of adaptations to their homes.

Mandatory disabled facilities grants will be administered in accordance with the provisions of the Housing Grants, Construction and Regeneration Act 1996. The following provides a summary of these provisions, but should be read in conjunction with the full Act.

**Maximum amount:** The maximum amount is £30,000.

**Applicant eligibility:** All applicants must be eligible under the Act. Applications must be supported by a referral from an Occupational Therapist confirming that the person is disabled for the purposes of the Act and that the proposed works are necessary and appropriate to meet the needs of the disabled person.

**Eligible works:** The relevant works must be necessary and appropriate to meet the needs of the disabled occupant and it must be reasonable and practicable to carry out the works having regard to the age and condition of the property. The purposes for which a grant must be give are detailed in section 23 of the Housing Grants Construction and Regeneration Act 1996.

**Financial assessment:** The grant is subject to a means test in accordance with the Housing Renewal Grants Regulations 1996, to determine the customer's contribution towards the cost of the works. The maximum grant including any contribution must not exceed £30,000.

**Application:** Applications must be made on the relevant form and supported by a referral from an Occupational Therapist. The Council will consult the Social Services Authority on all applications.

Applications may be made by owner occupiers, private tenants and Registered Social Landlord Tenants. In the case of tenants, the landlord may make an application on their behalf.

The Council will normally appoint a contractor, however, where the applicant chooses to use their own contractor, a minimum of two estimates must be submitted with the application.

Works must not commence until formal approval of the grant has been received by the applicant.

**Payment:** Payment will be made directly to the contractor upon satisfactory completion of the eligible works and approval of invoices. In some instances payments may be made in instalments and the balance (no less than 10% of the total cost of the eligible works) paid on satisfactory completion.

The applicant must agree that they are satisfied with the quality of the work prior to payment. If the applicant refuses, the Council will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

**Conditions:** The Council may remove items of equipment e.g. modular ramps and stair lifts from the property for re-use when they are no longer required by the disabled person. This will be considered on a case by case basis dependent on the age and condition of the item. Where the items are not considered appropriate for re-use it will be the responsibility of the householder/property owner to remove any items at their own cost.

Where the Council provides funding in excess of £5,000 that creates additional living space e.g. an extension or conversion of a garage or outbuilding, and where the applicant has an owner's interest in the property, this will be registered as a local land charge against the adapted property, subject to a maximum of £10,000. If the property is disposed of within 10 years of the completion of the works (as determined by the Council), repayment of the amount will be required.

The Council will not pay for any additional works carried out without prior approval.

All works must be completed within 12 months of approval.

## **2. Top Up of Mandatory Disabled Facilities Grant**

**Purpose:** To provide discretionary financial assistance to a disabled person who qualifies for a mandatory disabled facilities grant where the cost of the eligible works exceeds the mandatory grant maximum of £30,000.

**Maximum amount:** The maximum top up is £10,000.

**Applicant eligibility:** Applicants must have an owner's interest in the property and the disabled person (if different) must qualify for a mandatory disabled facilities grant where the value of the eligible works (including the client contribution and any fees if applicable) exceeds the mandatory grant maximum.

**Eligible works:** Works funded by the top up must be eligible works which are necessary and appropriate to meet the disabled person's needs as defined by the Housing Grants Construction and Regeneration Act 1996.

**Financial assessment:** The top up will be means tested using the prescribed test of resources applicable to mandatory disabled facilities grants. Where the disabled person is a child, the parents/guardians will be means tested.

**Applications:** Applications will be considered alongside an application for a mandatory disabled facilities grant.

**Payment:** The discretionary top up will be paid as an additional amount to the mandatory disabled facilities grant under the same payment conditions.

**Conditions:** The amount of the discretionary top up will be secured by attaching a local land charge on the adapted property. If the property is disposed of within 10 years of the completion of the works (as determined by the Council), re-payment of the amount will be required.

Works must not commence until formal approval of the discretionary assistance and mandatory grant have been received by the applicant.

### **3. Discretionary Disabled Adaptations Assistance**

**Purpose:** To provide discretionary financial assistance for disabled occupants who do not have the financial resources to pay for necessary adaptations to help support them to remain independent in their home. The discretionary assistance will fund minor works for those eligible for a mandatory disabled facilities grant.

**Maximum amount:** The maximum amount of assistance is £7,000.

**Applicant eligibility:** The disabled occupant must be eligible under the provisions of the Housing Grants Construction and Regeneration Act 1996. Applications must be supported by a referral from a Lincolnshire County Council Occupational Therapist.

**Eligible works:** The relevant works must be necessary and appropriate to meet the needs of the disabled occupant and it must be reasonable and practicable to carry out the works having regard to the age and condition of the property. The purposes for which a grant may be give are those detailed in section 23 of the Housing Grants Construction and Regeneration Act 1996. Any associated fees e.g. technical surveys, obtaining proof of title etc will be included in the total assistance amount.

**Financial assessment:** This assistance is not subject to a means test.

**Payment:** Payment will be made directly to the contractor upon satisfactory completion of the eligible works and approval of invoices. The applicant must agree that they are satisfied with the quality of the work prior to payment. If the applicant refuses, the Council will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

**Conditions:** The Council may remove items of equipment e.g. modular ramps and stair lifts from the property when they are no longer required by the disabled person for re-use. This will be considered on a case by case basis dependent on the age and condition of the item. Where the items are not considered appropriate for re-use it will be the responsibility of the



householder/property owner to remove any such items at their own cost.

Only one application for discretionary assistance will be considered in any 12 month period (taken from date of approval).

Where the applicant has an owner's interest in the property, the amount of the discretionary funding will be secured by attaching a local land charge on the adapted property. If the property is disposed of within 10 years of the completion of the works (as determined by the Council), re-payment of the amount will be required. This will be reduced by 10% for each complete year.

The Council will not pay for any additional works carried out without prior approval.

Where the discretionary funding is no longer available, applications will be considered under the provisions of a mandatory disabled facilities grant.

#### 4. Moving on Assistance

**Purpose:** This discretionary assistance enables disabled people who would be eligible for a mandatory disabled facilities grant to move to more suitable accommodation, where it is considered more appropriate than providing funding through a mandatory disabled facilities grant to adapt their existing home.

**Maximum amount:** The maximum amount is £10,000 and may be used in conjunction with a mandatory disabled facilities grant to undertake eligible works to the new property.

**Applicant eligibility:** Any disabled person who would be eligible for adaptation works under a mandatory disabled facilities grant

**Qualifying criteria:** A referral for adaptation of the existing property must have been received from an Occupational Therapist.

In the Council's opinion, the existing property must be unsuitable for adaptation, in that it is not reasonably and practicably capable of being adapted to meet the needs of the disabled person.

The applicant must have or propose to have an owner's interest in new property. The existing and new properties must be within South Kesteven District Council's area, and be the permanent, main residence of the disabled occupant.

In the opinion of the Council and in conjunction with the Occupational Therapist, the new property must be considered suitable for the needs of the disabled person or must be reasonably and practicably capable of being adapted to meet the needs of the disabled person.

The assistance can be used for the following eligible costs:

- Legal and ancillary fees
- Estate agent fees
- Removal costs

**Financial assessment:**

The assistance is subject to the prescribed test of resources applicable to mandatory disabled facilities grants. Where the disabled person is a child, the parents/legal guardians will be means tested.

**Payment:** Payment will be made to the applicant's solicitor on exchange of contract so that funding is available for completion. Evidence of the fees will be required prior to payment.

**Conditions:** This discretionary assistance may only be awarded once.

Where an award has been made under this policy and prior to the exchange of contracts and the disabled person is no longer able to relocate to the new property e.g. they have moved into permanent care or deceased, the Council may decide to pay all, some or none of the assistance.

The amount of the discretionary funding will be secured by attaching a local land charge on the new property. If the property is disposed of within 10 years of the completion of the purchase (as determined by the Council), re-payment of the amount will be required.

## 5. Hospital Discharge Assistance

**Purpose:** This assistance is for people in hospital whose discharge is delayed due to the condition of their home. The assistance may fund urgent adaptations that allow access in and around the person's home by providing stair lifts or ramps. Other minor works which are needed to facilitate their discharge from hospital will also be considered e.g. one off clearance of hoarded properties and works to heating systems.

**Maximum amount:** The maximum grant is £10,000

**Applicant eligibility:** The applicant must be in hospital and their discharge delayed.

The application must be accompanied by a referral from a hospital Occupational Therapist or other suitably qualified professional confirming the urgent works that are required to the home to enable discharge.

The property subject to the application must normally be occupied by the applicant on a permanent basis.

**Eligible works:** Eligible works include:

- Stair lifts
- Ramps and door widening to the essential doorways
- Heating repairs or improvements
- Clearance and one off deep clean of hoarded goods

Other works will be considered which will facilitate the hospital discharge on a case by case basis.

**Financial assessment:** This assistance is not subject to a means test

**Payment:** The Council will appoint contractors to undertake the work and will pay them directly on production of satisfactory invoices. The applicant must agree that they are satisfied with the quality of the work prior to payment. If the applicant refuses, the Council will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

Conditions: If the cost of the works exceeds the maximum financial assistance the Council will liaise with the Occupational Therapist and/or relevant professionals to determine the priority works.

The Council will not pay for any additional works carried out without prior approval.

Where the applicant has an owner's interest in the property, the amount of the discretionary funding will be secured by attaching a local land charge on the adapted property. If the property is disposed of within 10 years of the completion of the works (as determined by the Council), re-payment of the amount will be required. This will be reduced by 10% for each complete year.

## 6. Safe, Warm and Well

**Purpose:** This assistance is for owner occupiers over the age of 65, or those with chronic or severe health conditions affected by poor housing conditions who need to undertake essential repairs to their home in order to remain safe and healthy.

**Maximum amount:** The maximum amount is £8,000.

**Applicant eligibility:** The applicant must be an owner occupier or private tenant with a full repairing responsibility.

The applicant must be over the age of 65 or have a chronic or severe condition exacerbated by the cold or poor housing conditions. Evidence of the condition will be required e.g. letter/referral from a General Practitioner or other relevant health professional. Examples of relevant conditions include:

- Arthritis (osteo and rheumatoid, requiring regular treatment and review)
- Cardiovascular disease (for example heart disease or stroke)
- Respiratory disease (for example chronic bronchitis, severe asthma, emphysema or chronic obstructive pulmonary disease)

**Eligible works:** Essential repairs are determined as a Category 1 (serious) or significant Category 2 (other) hazards as determined by the Housing Act 2004, which affects the ability of the property to be safe, wind and weather proof. Examples of works may include:

- Heating repairs or replacement
- Works to prevent falls
- Roof repairs

Any associated fees e.g. technical surveys, obtaining proof of title etc will be included in the total assistance amount.

All properties will be subject to inspection and assessment by the Council or its agent.

Financial  
assessment:

Applicants must or have an annual household income after tax of below £23,250 or be in receipt of one of the following Benefits:

- Income Support
- Income-based Employment and Support Allowance (**not** contribution-based ESA)
- Income-based Jobseeker's Allowance (**not** contribution-based JSA)
- Guarantee Pension Credit (**not** Savings Pension Credit alone)
- Housing Benefit
- Working Tax Credit and/or Child Tax Credit **provided that** the annual income for the purposes of assessing entitlement to the tax credit is **less than** £16,010 (or any other subsequent threshold set as part of Working/Child Tax Credit)
- Universal Credit
- Attendance Allowance (with an income of the applicant and their partner [if applicable] after tax, below £23,250)
- Disability Living Allowance (with an income of the applicant and their partner [if applicable] after tax, below £23,250)
- Carers Allowance (with an income of the applicant and their partner [if applicable] after tax, below £23,250)
- Personal Independence Payment (with an income of the applicant and their partner [if applicable] after tax, below £23,250)
- War Disablement Pension (which must include a mobility supplement or constant attendance allowance)

Payment:

The Council will appoint a contractor to undertake the eligible works. Payment will be made directly to the contractor upon satisfactory completion of the eligible works and approval of invoices. The applicant must agree that they are satisfied with the quality of the work prior to payment. If the applicant refuses, the Council will inspect the work and if it believes it is of sufficiently good standard the payment will be made.

Conditions:

The applicant must have lived in the property for a minimum of 12 months as their main residence.

Only one application for assistance will be considered within any 3 year period (further applications may be considered at the discretion of the Service Manager, Environmental Health in exceptional circumstances).

The Council will not consider applications in respect of dwellings which have been built or converted less than 10 years from the date of application.

Where works beyond the maximum assistance value are identified, the assistance will be prioritised based upon the hazard score and circumstances of the applicant. Works must be reasonable and practicable having regard to the age and condition of the property.

The amount of the discretionary funding will be secured by attaching a local land charge on the new property. If the property is disposed of within 10 years of the completion of the works (as determined by the Council), re-payment of the amount will be required.

The Council will not pay for any additional works carried out without prior approval.



## **7. Dementia Aids and Adaptations**

**Purpose:** This assistance will provide aids and adaptations in the home designed to enable people with a diagnosis of dementia to manage their surroundings and retain their independence.

**Maximum amount:** The maximum funding is £750

**Applicant eligibility:** Applicants must be owner occupiers or private tenants with a clinical diagnosis of dementia and referred by a General Practitioner, Dementia Support worker or other relevant health professional, confirming the works which are necessary and appropriate to support them to retain their independence.

**Eligible works:** The Council will work with the relevant health professional to determine appropriate works on a case by case basis. This may include: contrasting coloured hand rails, thermostatic taps, lighting and door signage etc.

**Financial assessment:** This assistance is not subject to a means test

**Payment:** The Council will appoint a contractor or work with a third party to undertake the eligible works. Payment will be made directly to the contractor upon satisfactory completion of the eligible works and approval of invoices.

**Conditions:** It must be reasonable and practicable to undertake the works.  
  
All works must relate to the applicants dementia needs and assist them to remain in their home independently for a longer period.

Only one application will be considered within any 3 year period.



## CABINET

Report of: Councillor Kelham Cooke  
The Deputy Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>St Peter's Hill Redevelopment – Office Remodelling, Guildhall Arts Centre refurbishment and reconfiguration</b>
	<b>Report No: TC0001</b>

<b>Decision Proposal:</b>	Key decision for approval and recommendation on to Council
<b>Relevant Cabinet Member:</b>	Councillor Kelham Cooke The Deputy Leader of the Council
<b>Report author:</b>	Judith Davids, Assistant Director for Transformation & Change Tel: 01476 406344 E-mail: <a href="mailto:j.davids@southkesteven.gov.uk">j.davids@southkesteven.gov.uk</a> Date: 22/09/2017
<b>Reviewed by:</b>	Neil Cucksey, Assistant Director for Property Delivery Tel: 01476 406224 E-mail: <a href="mailto:n.cucksey@southkesteven.gov.uk">n.cucksey@southkesteven.gov.uk</a> Date: 25/09/2017
<b>Signed off by:</b>	Councillor Kelham Cooke, The Deputy Leader of the Council Tel: 01476 406401 E-mail: <a href="mailto:kelham.cooke@southkesteven.gov.uk">kelham.cooke@southkesteven.gov.uk</a> Date: 26/09/2017
<b>Approved for publication:</b>	Councillor Kelham Cooke, The Deputy Leader of the Council Tel: 01476 406401 E-mail: <a href="mailto:kelham.cooke@southkesteven.gov.uk">kelham.cooke@southkesteven.gov.uk</a> Date: 26/09/2017

## **SUMMARY**

The purpose of this report is to obtain approval following a pre-construction feasibility study, to progress further with the St Peter's Hill Office remodelling project, by developing further the plans, designs and costs that will form the basis of the business case for the project. In parallel to this, essential preparatory and enabling works will need to be commissioned that will free staff to work in different more flexible ways so that the council is able to optimise the investment made in the building and generate income from the space made available.

As part of the wider scheme the Guildhall Art Centre forms an essential part of the overall leisure and cultural offer. It is therefore proposed to undertake a feasibility study to understand the opportunity to reconfigure space in and adjacent to the Arts Centre and costs to refurbish the facilities. The feasibility study will seek to understand;

- How to maximise utilisation of the asset and to exploit the opportunities available to create a focal point for the town which will naturally drive footfall into the courtyard area thought to the new cinema development off St Catherine's Road.
- To review the space available to enable an enhanced cultural, artistic and performance offer for residents and visitors.
- To have appropriate spaces available for the latent demand for more diverse range of activities, performances and marriage facilities within the town.

In order to progress the above, an in-year revenue budget of up to £500k will be required.

Members will receive further reports with full business case details in due course, once the design, technical specification and costings are available.

## **RECOMMENDATION**

- 1 That Cabinet approves in principal the remodelling of the St Peter's Hill Council Offices as part of the overall St Peter's Hill Redevelopment Programme.
- 2 That Cabinet approves in principal the refurbishment and possible reconfiguration of the Guildhall Arts Centre as part of the overall St Peter's Hill Redevelopment Programme.
- 3 That Cabinet recommends to Council the allocation of up to £500k in the current financial year from revenue reserves in order to facilitate:
  - The accelerated rollout of laptops for staff.
  - The scanning and indexing of paper documents/ files.
  - To commission specialist resources to work with the contractor in the development of the detailed options/ feasibility stage of the projects
  - The leasing of temporary office accommodation for staff as required to meet the requirements of the remodelling of St Peter's Hill offices.

## **1. BACKGROUND TO REPORT**

- 1.1 The Leader of the Council recognised in his speech to Full Council on 20<sup>th</sup> April 2017 that if we truly want to retain and recruit the very best staff then we need to ensure we provide them with the environment and the equipment to support them in their roles.
- 1.2 The Leader also confirmed to Full Council his intention that the Council offices would remain in the centre of Grantham supporting the local economy, and it was requested that an “urgent review of the type of IT support provided” was undertaken, and that plans for a “major overhaul of the Council building” were started.
- 1.3 Whilst the Guildhall Arts Centre is a standalone venue in its own right the overall approach is to ensure St Peters Hill redevelopment acts as a leisure and cultural destination to make Grantham town centre attractive as a leading sub regional centre with more vibrancy and increased footfall.
- 1.4 The setting of the Arts Centre can also improve the attractiveness of the public realm both in, leading to and around the whole redevelopment scheme and connectivity to the wider town centre to fundamentally extend the ‘dwell time’ of visitors. The venue also has the ability to potentially respond to a more diverse range of shows and activities programmed across the year.
- 1.5 A project board was subsequently established, and a team of key officers formed to oversee the inception and feasibility phases of these projects.
- 1.6 A key aspiration, associated with this piece of work and the potential investment required, was to take the opportunity to make better use of the space available by adopting a more modern and open plan design, and encouraging staff to adopt new and more agile ways of working. In this way it is expected that the footprint required to comfortably house the circa 300 staff currently based at the St Peter’s Hill offices could be greatly reduced, thereby offering the opportunity to attract further income by renting out the office space freed up and form a business incubation centre.
- 1.7 It is believed that by fully optimising our use of the space available in this way, that the entire ground floor could be made available as commercially, lettable space.
- 1.8 Using the SCAPE framework a firm of contractors has been commissioned to conduct a pre-construction feasibility study. It should be noted that the feasibility study is conducted at the contractor’s own cost, and there is no commitment from the Council to pursue this further at this stage. At the end of this exercise, we will have an agreed pre-construction scope with a feasibility report and initial cost plan based on the outline design selected. Further reports will be brought back to Cabinet at this stage.

- 1.9 There are other pieces of work, with their associated costs, that will need to happen in parallel to the above. These include the need to accelerate the IT refresh programme and to issue all staff with a laptop, the need to reduce our need for storage by scanning any paper documents that we need to keep and discarding the rest, the need to identify, lease and fit out as appropriate, alternative accommodation for staff during the building renovation, and the need for additional and specialist skills such as on site project management/day-to-day liaison with the building contractors, and an independent Cost Consultant/Quantity Surveyor to challenge the contractors assumptions and costs.
- 1.10 Each of the above pieces of work are essential to ensure our ability to create a mobile and agile workforce, to optimise the use of space within and around our buildings and to ensure that we are ready to move when construction works commence. The completion of each of these sub-projects is a critical success factor for the achievement of the outcomes and overall success of the redevelopment project. It is therefore recommended that a budget of £500k is made available to fund this essential upfront enabling work.

## **2. OTHER OPTIONS CONSIDERED**

- 2.1 None at this stage

## **3. RESOURCE IMPLICATIONS**

- 3.1 Specialist support will be engaged to work alongside officers and the contractor to ensure we have the correct capacity to deliver this project in a timely and cost effective manner.

## **4. RISK AND MITIGATION**

- 4.1 A full risk assessment will be conducted once the designs, plans and proposals for remodelling are finalised.

## **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1 An impact analysis will be conducted once the designs, plans and proposals for remodelling are finalised.

## **6. CRIME AND DISORDER IMPLICATIONS**

- 6.1 Not applicable at this stage.

## **7. COMMENTS OF FINANCIAL SERVICES**

- 7.1 Estimated initial feasibility and enabling works costs will be circa £500K. Actual costs will be confirmed as part of these early processes and the subsequent procurement exercise. As stated further reports will be brought to Cabinet to advise of future budget impacts. It is recommended that the funding is met from the Council's local priorities reserve and the budget framework is amended accordingly.

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

- 8.1 The report proposes an agreement in principle and the requirement for funding to facilitate feasibility of the project. The decision does not appear on the Schedule of Decisions and can be considered under the general exception rule where the decision must be taken by such a date that it is impracticable to defer the decision until it can appear on the next Schedule of Decisions. A decision is required in advance of the Council meeting on the 23<sup>rd</sup> November 2017. The relevant consultation will take place following the feasibility process if a recommendation is to be made to proceed with the project.
- 8.2 In accordance with the Contract and Procurement Procedure Rules, the Council encourages the use of framework agreements to balance the resource burden of procurement activity with the need to achieve value for money.

## **9. COMMENTS OF OTHER RELEVANT SERVICES**

- 9.1 None

## **10. APPENDICES**

- 10.1 None

## **11. BACKGROUND PAPERS**

- 11.1 None



## CABINET

Report of: Councillor Jacky Smith  
Cabinet Member for Health, Well-being and Skills

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>St Peter's Hill Redevelopment – Cinema Project</b>
	<b>Report No: PD023</b>

<b>Decision Proposal:</b>	For Cabinet approval (as to part) and recommendation to Council (as to part).
<b>Relevant Cabinet Members:</b>	Councillor Jacky Smith Cabinet Member for Health, Well-being and Skills Councillor Kelham Cooke, The Deputy Leader and Cabinet Member for Business Transformation and Commissioning
<b>Report author:</b>	David Blanchard, Lead Officer Capital Projects and Strategic Asset Management Tel: 01476 406154 E-mail: <a href="mailto:david.blanchard@southkesteven.gov.uk">david.blanchard@southkesteven.gov.uk</a> Date : 27/09/2017
<b>Reviewed by:</b>	Neil Cucksey, Assistant Director for Property Delivery Tel : 01476 406224 E-mail: <a href="mailto:n.cucksey@southkesteven.gov.uk">n.cucksey@southkesteven.gov.uk</a> Date:27/09/2017
<b>Signed off by:</b>	Steve Ingram, Strategic Director –Development and Growth Tel: 01476 406007 E-mail: <a href="mailto:s.ingram@southkesteven.gov.uk">s.ingram@southkesteven.gov.uk</a> Date: 28/09/2017
<b>Approved for publication:</b>	Councillor Jacky Smith Cabinet Member for Health, Well-being and Skills Date:29/09/2017

## **SUMMARY**

At its meeting on 9th May 2016 Cabinet agreed to progress the St Peters Hill Cinema project from the approved capital budget allocation.

The purpose of this report is to obtain approval:-

- a) of the updated business case including a revised capital budget of £5.7m;
- b) to delegate authority to the Strategic Director –Development and Growth to the Council to conclude an agreement for lease followed by a lease with the preferred cinema operator in conjunction with the Cabinet Member for Health, Well-being and Skills and the Councils legal advisors; and
- c) to the permanent closure of St Catherine's Road Car park from the 3<sup>rd</sup> November 2017 to enable commencement of works on site.

Cabinet will receive a further report when the design, technical specification and costing have been finalised with the contractor and approval being sought to enter in to the delivery agreement (build contract).

## **RECOMMENDATION**

1. That Cabinet approves the business case attached at Appendix A to this report and the Exempt Appendices to the business case attached as Appendix B to this report which comprises Options Appraisal, Heads of Terms with the Cinema operator, Order of costs estimate and the updated Risk Register.
2. That Cabinet approves the revised capital budget of £5.7m and recommends to Council a further allocation of £1,167,637 profiled across the 2017/18, 18/19, 19/20.
3. That Cabinet agrees to the permanent closure of St Catherine's Road car park from Friday 3<sup>rd</sup> November 2017 to enable the cinema development to progress and allow preparatory ground works and demolition of the garage to be carried out.
4. That Cabinet approves the Heads of Terms attached as part of Exempt Appendix B to the report and delegates authority to the Strategic Director –Development and Growth to the Council to conclude an agreement for lease followed by a lease with the preferred cinema operator in conjunction with the Cabinet Member for Health, Well-being and Skills and the Councils legal advisors.



## **1. BACKGROUND TO REPORT**

- 1.1. The Council has clear priorities aimed at stimulating the day and night time economies of its market towns and improving the range and quality of leisure and cultural offers available within the district. The Deputy Leader of the Council and Cabinet Member for Business Transformation and Commissioning and the Cabinet Member for Health, Well-being and Skills have recognized the wider opportunities for development of the adjacent office buildings to the cinema scheme.
- 1.2. The St Peters Hill cinema project and the Council office remodelling are being progressed to help improve the offer at St Peters Hill and architects have been instructed to design public realm improvements with linkages between the two schemes and their wider connectivity to the town centre. One opportunity is further restaurant space in the re-configured offices to further support the cinema destination.
- 1.3. The business case attached at Appendix A, with Exempt Appendix B, provides the updated case for cinema project which is part of a major intervention by the Council in the redevelopment of St Peters Hill to help develop Grantham Town Centre as a leading sub regional destination.
- 1.4. The setting of the cinema and associated restaurant units will improve the attractiveness of the public realm both in, leading to and around the whole redevelopment scheme and connectivity to the wider town centre to extend the 'dwell time' of visitors.
- 1.5. The revised capital budget of £5.7m is required as a consequence of the scheme being amended from a 6 screen cinema, with four new screens and two refurbished existing screens, to a bespoke new cinema with 5 screens, two restaurant units and first floor space for a variety of compatible uses. Building cost inflation and some volatility in the construction sector through high demand since the current capital budget was allocated is also a factor. The budget also reflects surrender of the lease to the current cinema operator in May 2018 prior to the new cinema opening and the demolition and clearance of the existing cinema building.
- 1.6. Using the SCAPE framework a contractor has been commissioned to conduct preconstruction design and cost development stages of the project with a professional team. A further report will be brought back to Cabinet on completion of this work prior to entering into a build contract.
- 1.7. Contractors are required to commence on site in early November 2017 to enable the development to progress and stay on track with the desired programme. This will entail closing off the site, installing good quality hoardings and the permanent closure of St Catherine's Road Car Park. The closure of the car park entails careful planning and communications with all stakeholders. There are no formal processes required for permanently closing the car park. However, the Council will take steps to ensure advance notification is provided of the closure date.

## **2. OTHER OPTIONS CONSIDERED**

- 2.1. The business case at Appendix A sets out the options that have been considered and rejected.

## **3. RESOURCE IMPLICATIONS**

- 3.1. External consultants will be required to support the project going forward. On 24th August 2017 the Cabinet Member for Major Projects approved a non key decision for expenditure of up to a maximum of £200k to progress the pre-construction detailed technical design and prepare the agreement for lease. External legal consultants have been appointed to progress the legal agreements with the preferred cinema operator. Cost consultants are being procured via the pro contract web portal.

## **4. RISK AND MITIGATION**

- 4.1. A full risk assessment has been conducted and the risk register is attached as part of Exempt Appendix B.

## **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1. The design and specification of any proposed building must comply with equality and disability legislation.

## **6. CRIME AND DISORDER IMPLICATIONS**

- 6.1. Not applicable at this stage.

## **7. COMMENTS OF FINANCIAL SERVICES**

- 7.1. The attached business case sets out the financial implications of the scheme including the potential return on investment. These are based on the forecast rental streams that should be realised upon full occupancy of the development. It is recognised that there are other objectives that will be delivered from this scheme but it is important to ensure that value for money is being achieved. The business case presents the case to support this. The increase in budget provision resulting from proposed changes to the specification and in response to market fluctuations will be met from allocated capital reserves and where required, the local priorities reserve.
- 7.2. There will be a permanent loss of income from St Catherine's Road Grantham of approximately £9,000 per annum but it is anticipated that the users will migrate to adjacent car parks thus minimising the impact of the loss of income.

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

- 8.1. The report proposes recommendations to progress the work required to deliver a new cinema in Grantham. Negotiations relating to the proposed building contract and agreement for lease and lease of the premises to be built must be concluded and secured before any further work, other than enabling works, can be undertaken. This will require the necessary funding to be in place and the appropriate terms to be negotiated.
- 8.2. The information provided in Exempt Appendix B is exempt from publication in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 because it contains commercial and financial information relevant to the negotiations between the Council and the preferred operator of the proposed cinema.

## **9. COMMENTS OF OTHER RELEVANT SERVICES**

- 9.1. None.

## **10. APPENDICES**

- 10.1. Appendix A - Business case & Appendices 1 & 2  
Appendix B - Exempt Appendices to Business Case A, B, C & D

## **11. BACKGROUND PAPERS**

- 11.1. Previous reports:

- PD015 – 03 February 2014:  
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=2927&Ver=4>
- PD019 – 04 August 2014:  
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=3049&Ver=4>
- PD 022 – 09 May 2016:  
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=3288&Ver=4>



# **South Kesteven District Council**

## **Business Case**

St Peter's Hill

Draft for Member Approval

October 2017

Prepared by

Neil Cucksey

Sam Pearson

David Blanchard

## Document Control

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Version History		
Version	Date	Description of Change
3	1 <sup>st</sup> June 2017	Insert of appendices
4	6 <sup>th</sup> June 2017	Further revision
5	8 <sup>th</sup> June 2017	Further revision
6	8 <sup>th</sup> September 2017	Further Revision and Update
7	28 <sup>th</sup> September 2017	Further revision to incorporate comments from officer meeting

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# 1 Executive Summary

The purpose of the cinema development at St Peters Hill is to create a new leisure destination, promote market town regeneration and to act as a catalyst to attract significant inward investment to the area. Specifically, the development will add to the local leisure offer and act as an attractor destination for Grantham's town centre. All of which will directly contribute to increased economic activity within the town and help to generate considerable associated secondary benefits to other businesses within the town centre and the wider area.

This project is the first phase in delivering a high quality "cultural quarter" laying the foundations for Grantham's enduring success and helping to promote Grantham as a premier sub-regional centre.

Whilst on completion and occupation of both cinema and A3 units a commercially acceptable investment would be created for the council, it is considered that this would not be something that the private sector would be prepared to deliver as the overall returns would not be what is expected from a modern commercial development.

There is likely to be significant social and economic benefits to be achieved by the delivery of the Project. Therefore, because the initial financial return is anticipated to be below commercially acceptable values, it is proposed that this scheme would be best delivered by the District Council, as land owner, by procuring the project with a building contractor as opposed to a commercial development partner, having secured an anchor end user in the cinema operator.

The specific objectives of the development are to:

- Help to make Grantham more vibrant and increase footfall to the town centre
- Provide a viable, contemporary, multi screen cinema complex.
- Support and enable the development of a diverse daytime and evening economy through the creation of associated new A3 restaurant space and other complimentary uses.
- Improve the attractiveness of the public realm both in, leading to and around the scheme.
- Improve pedestrian access and connectivity to the wider town centre and to fundamentally extend the 'dwell time' of visitors.
- Act and attract as a stimulus and a destination for further investment in the town centre.
- Create opportunity for new office space in order to support the growth of the town centre business offer.

There is a strong economic case for investment in Grantham town centre by the Council to make it more attractive to visitors, emerging interest from retail developments on the outskirts of the town make the business case even more compelling. The St Peter's Hill site presents the most logical, attractive and deliverable location for this new venue to be created in the town centre as it uses land already owned by the Council and is in the vicinity of the Guildhall Arts Centre, Museum and close to retail outlets in the town centre and the largest car park with 328 spaces.

The scope of the project includes construction of 5 new cinema screens, demolition and site clearance of the existing 2 screen cinema and construction of A3 space at ground floor level attached to the new cinema. The first floor will be approximately 9000 sq ft of flexible space for other leisure, A3 or Office use to meet the demands of the market and help to deliver the wider objectives of the project. Landscaping and public realm works will be carried out adjacent to the new building.

There is connectivity between this project and the developing initiatives to improve the Council offices and there is potential for further restaurant space in the Council offices to further support the development in the future.

The Council has reached agreement “subject to contract” with a Cinema operator to take on a 25 year lease. The operators have also negotiated an option to purchase a long lease. This provides a strong foundation for the development of the leisure scheme overall as the cinema operator will act as the anchor tenant on a pre let basis.

The financial projections calculate that the Council will generate a positive return on its most recent estimated investment requirement of circa £5.7m with the net ROI to be circa 5% dependent upon the length of time the A3 and first floor space remains vacant and the rents that are achieved. The rate of return currently achieved by the Council’s capital investments is 0.82%.

This strategic business case is primarily based on the development acting as a catalyst for growth and improvement of the town centre and secondly providing a financial return to the Council. The revised timetable for Phase 1 of the project is for the main site construction work being commenced in Q1/2 of 2018 with an anticipated completion by Quarter 4 of 2018/ Quarter 1 of 2019. The Council has displayed public signage on site to promote and advertise the development raising public expectations for the cinema complex to be delivered.

The business case for this project has been developed over a number of years and it is an iterative process where the project has progressed from the strategic outline case to this outline business case, which will be developed into a final business case when the project is fully costed and occupiers secured.

## **2 Background**

### **The Strategic Case**

The Council’s Corporate Plan has clear priorities which aim to demonstrate that South Kesteven is creating the right environment for housing and business growth and places that people want to live, work and invest in.

The new improved cinema offer, public realm improvements and complementary restaurants will create a new visitor destination with adjacent car park and help to revitalise the Grantham town centre. There will also be an opportunity to introduce other complimentary users on the first floor.



A CACI retail footprint study was commissioned, which identified that Grantham achieves just a 13.4% market share of shopper population, with 10.6% choosing to travel to Newark and 8.75% to Nottingham. Emerging developments on the outskirts of Grantham will put more pressure on Grantham town centre.

There will be a significant increase in new homes built around Grantham over the next few years which will substantially increase the local population. The emerging Local Plan incorporates the continued allocation of the Garden Village (with 3,700 new homes) and the North West Quadrant (with 3,200 new homes). There are further, smaller, sites also identified as locations for potential growth. In addition, the Prince William of Gloucester barracks has been signalled for release by the Ministry of Defence which could add similar levels of housing growth to those in the draft Local Plan.

The new cinema, with its 5 screens, will aim to have a catchment area of up to 30 minutes' drive time; this provides a catchment population of 250,000, which is a substantial uplift from the existing 15 minute catchment area of the existing 2 screens, with 62,000 population. The cinema operator has forecast 220,000 visitors per annum to the new cinema. Currently the 2 screen cinema has circa 60,000 visitors.

The strategic case for investment by the Council in this development site is in line with its Corporate Plan 2016-20 and two of the Priorities identified through the public consultation:

- Growing the Economy
- Promoting Leisure, Arts and Culture

The business case is made stronger by the well known future housing development pressures on Grantham previously mentioned.

Developing and delivering the project successfully and expediently will demonstrate to other business operators that SKDC is open for business and this will help to generate future interest in the town centre from other interested parties.

In early 2017 the Council commissioned a report from an external independent consultant, Thirdlife economics, to ensure that the business case for the provision of a new Cinema complex, A3 and office space was still relevant and remained strong. The consultant concluded in their report dated July 2017 that the case for proceeding with the development/ investment is strong on the grounds of improving the current offer in the town centre; and as an affordable financial option with some prospects of a modest return and on profile and risk grounds. The upgrade and improvement in the cinema offer is part of a strategic approach to enhance the "cultural quarter", Increasing footfall and richness of visitor experience in the town.

## **Economic Case**

The Chartered Institute of Public Finance and Accountability were commissioned to produce an economic business case in January 2016 and the findings of the report were that the development shows a reasonable return for investment and benefits to the local economy. The Cinema development is expected to create an additional 20 jobs and the retail units in the region of 30 jobs, the business rates generated from this site are expected to increase to a Rateable Value (RV) of circa £70k for the cinema and RVs totalling circa £80k from the two A3 Units and £60k from the first floor generating approximately £105k per annum in rates payable from the site when the units are fully occupied by business rate payers.

The submission by the preferred operator estimates that footfall for cinema visits will increase by up to 300% in comparison with the known level of attendance at the existing cinema outlet. The additional trips generated from an increased catchment area will add to the footfall in and around the town centre creating trading benefits to retail/leisure outlets outside of the development site.

At the inception phase of the leisure project a long list of options were considered on how the Council could optimise value from its investment. An options appraisal was undertaken to identify a suitable site for the proposed leisure development. A number of potential locations around the town centre were considered these included the following sites:

- St Peter's Hill site (any combination of the on-site offices, car park, existing cinema, and senior citizens club site)
- Conduit Lane Car Park
- George Centre
- Greyfriars (as defined by SKDC's Development Brief)
- King31 Development, Spitalgate Level
- Post Office Site, St Peter's Hill
- Station Quarter (as defined by SKDC's Development Brief)
- Swingbridge Road site; and
- Watergate car park

Each site was assessed on a range of criteria including:

- Baseline physical characteristics, including area, accessibility, site context and existing uses;
- Constraints, including both observable constraints and planning designations;
- Comparative suitability for other uses (the less competing uses, the better the site performs);
- Deliverability, including an assessment of whether the site would be deliverable in 36 months from the time of writing; and
- Deliverability from a planning suitability perspective

The St Peter's Hill site was assessed as the most suitable potential location given the potential compatibility with the adjacent leisure uses and deliverability (Full report attached as an Exempt Appendix A).

### **Commercial Case**

The Council has actively marketed the development site through its specialist agents, Lambert Smith Hampton to help identify occupiers and also the preferred delivery option for the project. The Council reviewed and explored opportunities to work with the existing cinema operator as well as requesting expressions of interest from competing operators.

The existing 2 screen cinema has approximately 60,000 attendances per annum. The cinema is constrained in offering latest releases and other ancillary entertainment such as live broadcasts due to only having 2 screens. The Council worked with the incumbent cinema provider (Reel Cinema Limited) and proposed a scheme to enhance and develop the existing offer by adding 4 screens to the existing 2 screen cinema, refurbish the 2 existing screens to the same standard as the new building and relocate the Grantham Senior Citizens Club (GSCC) to the rear of the existing site behind the Reel cinema building.

Despite best endeavours to secure a suitable arrangement with the incumbent cinema operator this proved not to be possible. The conclusion of those negotiations coincided with an alternative option being found for the relocation of the GSCC. The ability to obtain unfettered access to the former GSCC site created an opportunity to deliver the project objectives in a different way. The Executive considered a report (P&D 022 in May 2016) following which expressions of interest were sought from the wider cinema operator market to operate within a smaller scheme footprint.

The proposed development comprises the site on which the Grantham Senior Citizens Club (GSCC) had been located and the adjacent St Catherine's Road surface car park.

Planning permission for the original development of a restaurant, cinema and office development was granted on 12th November 2014. Non-material and material alterations to the scheme were submitted for consideration in June 2017 and approved on the 26<sup>th</sup> July 2017.

### **Construction –Options for Procurement**

The procurement options have been considered by the project team and the Cabinet Member for Major Developments. There is an appetite from all the development parties to complete the project as soon as reasonably practicable to enable the economic benefits for Grantham to be realised and the cinema operator to get a return from their investment. The existing cinema operators have agreed to terminate their lease in May 2018.

A framework agreement will be used that has already been through the OJEU process saving approximately 4-6 months in the process. The leading Framework agreement under consideration is SCAPE and this route has successfully been used by the Council previously. Member representatives and the project team have met with SCAPE and a preferred contractor has been recommended.

The Office Re-development project and The Cinema Project have some synergy as they are being progressed at the same time and savings can be achieved by appointing the same contractor to both projects. For example savings will be achieved on staff overheads, contractor compound and welfare facilities. The preferred contractor, GF Tomlinson has been appointed to progress works to a feasibility for the potential redevelopment stage to enable a project budget to be more accurately forecast.

#### **Financial case**

In January 2016 the Chartered Institute of Public Finance and Accountability were commissioned to carry out a financial appraisal of the scheme and concluded that (without any account taken of economic benefits or business rate projections) the St Peter's Hill development was a financially viable scheme that the Council should be bringing forward. The review of the business case by Thirdlife economics in July 2017 reached a similar conclusion.

The existing approved budget allocated in the agreed capital programme is £4.95m and the forecast out turn for year end 2017/18 is a total spend in the year of £286k and over the project to date. The £750k has been spent on the service diversions on site, the relocation of GSCC including construction of the new building and some asbestos removal. Design development and fees, legal agreements, survey work.

The most up to date and revised project costs projected to a Q14 17 start on site require a revision of the project budget to £5.7 million these revised capital costs 2017/18 are shown below under Capital Costs.

The two main reasons why the projected development costs have changed are as follows.

1. The change in development proposals, instead of refurbishing the existing two cinemas and building four additional screens the revised scheme is to demolish the existing cinema and build a new five screen cinema.
2. Indexation and inflationary pressures have been applied since the scheme was originally costed by Mace.

Up to date appraisals have been undertaken to suggest that a project budget of £5.7m is realistic for a deliverable and sustainable development the funding would be met from capital reserves. The high level costings and income are shown in the Capital Costs Section on pages 12 & 13 of this business case.

The contractors will be undertaking their own assessment of the development costs between October and November 2017 and these will be scrutinised by the Councils cost consultants.

#### **The Management Case**

The project programme has been reviewed and the risks log updated and appended to the business case, the choice of the SCAPE framework route for contractors will enable the project to progress in a timely manner and will also avoid tying up Council resources in following OJEU procurement process. It will be important that the Council appoints cost consultants/quantity surveyors with the necessary resources and experience to support the Council in delivering value for money.

The SCAPE framework has a Process Map (attached at Appendix 2) that identifies certain Gateway Decisions. The cinema project has advanced to between stages 2 & 3 in most respects except that planning consent has been obtained for the intended scheme and a preferred cinema operator has been identified and legal representatives instructed to progress an agreement for a lease and lease.

The soft market testing for A3 units with National and regional operators has been positive to date and as soon as the main anchor tenant has been secured agents have indicated that they expect further interest in the Units. However, it is noted that nationally the A3 market has “softened” over the past 6 months and this could have an adverse impact on the initial rents that will be achieved. The Council has received interest in the first floor accommodation which if concluded is expected to bring added benefits to the scheme and the attractiveness of the A3 units to prospective tenants. There are also other potential occupiers of the first floor as there are a variety of potential uses.

A communications and stakeholder plan has been developed to accompany the business plan and project plan. This is regularly reviewed and updated throughout the project and is available upon request a risk register has also been regularly updated and is attached as an Exempt Item at Appendix 3.

Council representatives on the project team have visited various sites constructed and operated by the preferred cinema operator and seen evidence of how they have delivered on other sites, appropriate due diligence has also been undertaken.

### 3 Where We Are Now

A construction project has been completed to re-provide the community facility used by the GSCC, and a new lease has been granted. A range of surveys and investigations have been undertaken as part of the preparatory work required for the development site and a revised planning permission has been granted for the new 5 screen cinema scheme.

Negotiations with the Cinema operators were undertaken by commercial agents with expertise in the market and are now at an advanced stage and solicitors have been instructed based on the Heads of Terms attached as an exempt Appendix B. A draft agreement for lease and lease has been issued and a Non Key Decision made on 24<sup>th</sup> August 2017 to progress the agreement for a lease.

In summary, the Cinema operators have agreed, subject to contract, to take a 25 year lease paying a market rent (plus services charges relating to common parts and refuse management). They have also negotiated a right to purchase a long lease after the first year of occupation and within the first three years. The Council will contribute a capital sum to the internal fit out of the cinema with the cinema operator supplementing this with up to £1.0m of its own investment and work is being undertaken to agree the specification of the tenant fit out. If the option to purchase a long term leasehold within 3 years is exercised the Council will recover its construction and fit out contribution costs and a commercial rate of return. The Council has a right of pre-emption on the asset should the cinema operator wish to sell the unit in the future on an individual basis.

The cinema operator have indicated they are keen to complete the agreement for lease and commence business as soon as reasonably practicable to do so it is also in the interests of the Council to achieve an early completion of the development. The Agreement for a lease could be signed this calendar year and the parties are working towards this date. The agreement for a lease would be conditional on the construction and fit out of the cinema being to an agreed standard and other conditions in the Heads of Terms for an agreement being satisfied including a delivery programme. ( The Leisure Car Park tariff being agreed and the Council will use reasonable endeavours to let the two A3 restaurant units to national or good regional branded outlets.)

On the first floor, 9200ft<sup>2</sup> of office/leisure space will be created to respond to market demands from the catalyst development of the cinema and A3 units. Interest has been shown for the first floor space created by the development proposals. It will continue to be marketed to achieve the best possible outcomes for this development.

Negotiations have been concluded with the existing cinema operator and a surrender agreement exchanged which will end the current operator's agreement in May 2018.

## 4 Anticipated Outcomes

### St Peter's Hill Development – Anticipated outcomes

Provide a viable, contemporary multi- screen cinema complex.

Support and enable development of a diverse daytime and evening economy through the creation of associated new A3 restaurant space.

Improve the attractiveness of the public realm both in, leading to and around the scheme.

Improve pedestrian access and connectivity to the wider town centre and to fundamentally extend the 'dwell time' of visitors.

Act and attract as a stimulus and a destination for further investment in the town centre.

Create new office space in order to support the growth of the town centre business offer.

Approximately 9,200ft<sup>2</sup> of office/ leisure space created at first floor level which could be suitable for a variety of uses.

The new cinema, with its 5 screens will have a catchment area of up to 30 minutes' drive time. This area includes a population of 250,000, which is a substantial uplift from the existing 15 minute catchment area of the existing 2 screens, with 62,000 population. The additional trips generated from an increased catchment area will add to the footfall in and around the town centre.

The current site is predominantly used for car parking. This scheme will provide a high quality paving scheme and a degree of public space immediately adjacent to the restaurants.

The successful establishment of the leisure scheme as a destination should provide another excellent example of Grantham's potential as a town centre location for future investors.

The Council's investment in this scheme is expected to act as a catalyst to the commercial market for additional leisure, retails and related uses in the town centre.

## 5 Resource Requirement

An internal project team has developed the project to date with additional input from the following external specialisms, when required:

- Architectural design
- Specialist commercial retail agent support ( Letting Cinema & A3 Units)
- Legal advice
- SCAPE / Framework agreements procurement advice
- Independent Cost consultants/ QS
- Viability appraisal
- Build contractor from a framework agreement
- Lincolnshire County Council Highways
- Cinema operator delivery of fit out specifications.

The successful delivery of this project is dependent on it being effectively resourced for the construction and completion phases to maximise its opportunity to be delivered on time and to the quality required. A new project manager role has been created within the Property Development Team to provide in house support for effective delivery of the project.

Additional external capacity will be required for:

- A quality control officer during the construction phase.
- Legal support to finalise agreements for lease and lease documentation together with related legal processes.

The cost of this additional support has been built into the estimate of cost which is currently £5.7m. A detailed breakdown of the cost is contained in Appendix C. The component parts of the scheme have been costed at the end of the feasibility stage as follows:

### Capital costs

Based on Mace cost consultants information April 2017 and projected to Q4 2017 start on site.

Cost Model Item	£ (Revised 2017/18)
Enabling site work	285,627
Construction, cinema A3, FF space	3,080,020 Includes prelims £1.086k
External works	446,968 as previous
Prelims, O&P, Fees, etc.	Included in construction figure
Contribution to fit out	1,350,000
Contingency/ risk provision	£524,000
Total	<b>5,687,000</b>



Circa £5.7m

The original allocation in the capital programme for this project was **£4.95m**. A further allocation of £750,000 will therefore be required for the proposed option to be fully implemented.

**Income forecast –**

<b>Rental area summary</b>	<b>ft sq</b>	<b>Rate £/ ft sq</b>	<b>Rent</b>
<b>Cinema - net</b>	<b>13,584</b>	<b>7.50</b>	<b>101,880</b>
<b>A3 Unit</b>	<b>3,250</b>	<b>18.0</b>	<b>58,500</b>
<b>A3 Unit</b>	<b>3003</b>	<b>18.0</b>	<b>54,054</b>
<b>FF Office, Gym etc</b>	<b><u>9,278</u></b>	<b>9.0</b>	<b><u>£83,502</u></b>
<b>Totals</b>	<b>29,653</b>		<b>£297,936</b>

**ROI on cost when fully let 5.13%**

**Note: There is likely to be a need for rent free periods of 12-18 months required to cover fit out costs on the A3 units in order to achieve lettings at the rent stated.**

Income forecast from Cinema Operator Purchase Option  
SKDC Investment Circa £5.8m

Capital Payment from cinema operator  
£1.32 capitalised rent after costs deducted  
£1.35 Capital contribution  
£2.67 total capital receipt – against cost of circa £2.35

Balance of investment  
£3.13m

Income forecast from retained investment post cinema option to purchase

<b>Rental area summary</b>	<b>ft sq</b>	<b>Rate £/ ft sq</b>	<b>Rent</b>
<b>A3 Unit</b>	<b>3,250</b>	<b>18.0</b>	<b>58,500</b>
<b>A3 Unit</b>	<b>3003</b>	<b>18.0</b>	<b>54,054</b>
<b>FF Office, Gym etc</b>	<b><u>9,278</u></b>	<b>9.0</b>	<b><u>£83,502</u></b>

Totals £196,056

Gross yield 6.26%

No account for loss of interest on SKDC capital investment

## 6 Alternative Analysis

No Project (Status Quo)	Reasons For Not Selecting Alternative
<b>Keep the site as a surface car park, and 2 screen cinema.</b>	<p>The majority of the site is comprised of a surface car park. This is only available to the public after 6:00pm on weekdays and on Saturday and Sunday. The car park has only a very limited contribution to the economic activity of the town centre.</p> <p>The exiting 2 screen cinema has approximately 60,000 attendances per annum. The cinema is constrained in offering latest releases and other ancillary entertainment such as live broadcasts due to only having 2 screens. Currently the cinema operates with 4 full time employees and 5 part-time. The current offer does not compete well with multi-screen offers in Newark, Nottingham and Lincoln.</p>

## 7 Benefits

A series of performance measures will be developed to monitor performance of the contract, linked to the tracked benefits detailed below.

Benefits Table				
No	Benefit Title	Benefit Description	Benefit Type	Benefit to be tracked?
1	Increased offer and choice in Grantham	Residents choose Grantham as a destination rather than neighbouring towns. Increased number of restaurants, cafes and coffee shops	Non-Financial	Yes
2	Income generating asset creation	Income generation from cinema, restaurant and office space	Financial (cashable)	Yes
3	Community benefits created through engagement activities by Cinema Operator	Enhanced cultural offer	Non-Financial	Yes
4	Economic benefits	Every £1 spent on construction output generates £2.84 <sup>1</sup> in total economic activity creating opportunities for employment and for the local supply chain.	Financial (non-cashable)	No
5	Creation of new community building	New building provides improved facilities and long	Non-Financial	No

<sup>1</sup> Source LEK Consulting 2010 Construction in the economy

		term lease arrangements		
6	Decreasing void rates in Grantham Town Centre	Businesses chose to operate in Grantham Increase in NDR income	Financial (cashable)	Yes
7	Job creation	During construction phase and post opening	Non-Financial	Yes
8	Benefits arising from obligations in construction contracts	Buying locally, employing locally	Financial (non-cashable)	Yes
9	Improved public realm	Improvements to the public realm space and increased attractiveness of the area	Non-Financial	No
10	Increased safety arising from restrictions bought in from the parking order	Less congestion, increased safety	Non-Financial	No
11	<b>Increased use of car parks in comparison with 2017/2018 baseline</b>	<b>Better use of assets and income generation</b>	<b>Financial (cashable)</b>	Yes

## 8 Next Steps

The Council owns the freehold of the site off St Catherine's Road. The Council is proposing to develop the site by building a 5 screen multiplex cinema, adjoining restaurants with office / leisure space and a community facility. The purpose of the development is to promote regeneration and inward investment in the area and add to the entertainment offer to boost the leisure economy.

Project Management support will be delivered in house with support from the appointed cost consultants. The contractor will be appointed via a Framework Agreement and their responsibilities will include all design coordination issues, direct liaison with identified and secured tenants, the professional team and liaison with the in house team for the A3 units over tenant fit out requirements. Internal resources will also focus on the governance, communications and legal aspect of the project.

The cinema will be provided to the tenant as a cold shell. The tenant's fit-out package will be tendered at the same time with the same contactors, the tenants will be a stakeholder in the specification/ build contract and they will provide their element of the development finance at the appropriate time.

The number of work packages is likely to be 3 as follows.

1. Cinema cold shell, A3 shell and core
2. Public realm.
3. Cinema fit out

They will need to fit with the SCAPE framework parameters.

## 9 Major Project Milestones

Work-stream	Indicative date
Agreement to lease agreed for new community facility with Grantham Senior Citizens Club (GSCC)	August 2016 <b>Completed</b>
Demolition GSCC existing building	Nov 2016 <b>Completed</b>
Market engagement to attract cinema operator	Oct 2016 <b>Completed</b>
GSCC build	May 2017 <b>Completed</b>
Preferred procurement method identified and approved	<b>Completed</b>
Procurement of Main Contractor –Project Request has been placed ( No obligation ) High level feasibility	September 2017
Project Order –Commit to Invest up to an Agreed cost to enable detailed design, prepare target costs, agree risk register etc,	September/ October 2017
Instruct agents to market A3 Units	October 2017
Appoint cost consultants	October 2017
Revised PID & Business Case approval	October 2017
Consented scheme build commencement for planning	November 2017
Agreement to lease agreed and exchanged for new cinema operator	November 2017
Stakeholder and 3 <sup>rd</sup> party matters reconciled	November 2017
Delivery Agreement	January 2018
Commence on building on site	March 2018
Demolish existing 2 screen cinema	May 2018
Pre lets for A3 Units and first floor	May / June /July 2018
Completion of scheme	Target date December 2018*

\*Note the target date for completion of the scheme is known to be ambitious and it has not yet been assessed, priced or agreed by the contractor.

## 10 Constraints & Risks

Any constraints or risks that may impact on the ability of the project to deliver the recommended option with appropriate mitigating actions have been captured in a separate combined risk tracker document. This will be regularly monitored and updated by the project manager. A copy is attached at Appendix D (Exempt Document).

In summary the constraints or risks are;

- Pre start planning conditions require discharging
- Rights of access to neighbouring properties need to be maintained/ diverted
- Pre let tenants secured
- Asbestos –Known to be on site

## 11 Assumptions

Delivery of the consented scheme is dependent on the following assumptions.

- SKDC is the developer
- The preferred cinema operator signs an agreement for lease prior to entering into a build contract.
- Planning conditions are discharged
- Tendered costs will be in line with the cost estimates
- A3 units will be let within 12 months
- A suitable occupant will be secured for the first floor leisure/office space

## 12 Conclusion

In summary, the St Peter's Hill site presents an opportunity to enhance the leisure, entertainment and business offer in Grantham town centre using land already in the ownership of the District Council. The delivery is fundamentally de-risked by being on a site owned entirely by the Council and with an opportunity to pre let with an anchor tenant in the cinema operator.

Whilst on completion of both cinema and A3 units a commercially acceptable investment would be created for the Council, it is considered that this would not be something that the private sector would be prepared to deliver as the overall returns would not be what is expected from a modern commercial development. However, there is likely to be significant social and economic benefits to be achieved by the delivery of the project. It is considered that the cinema will be a catalyst for the positive enhancement of the economy of the whole town centre, and especially with regard to the development of an enhanced more “family friendly” evening/night-time economy.

Because the initial financial return is anticipated to be below commercially acceptable values, it is proposed that this scheme would be best delivered by the District Council as land owner.

## 13 Reference Documents

Appendix 1 – Phase 1 Development Plan

Appendix 2 - SCAPE Process Map

(Exempt Appendices under separate cover.) The information contained in the Exempt Appendix is exempt in accordance with paragraph 3 of Schedule 12A of the Local Government Act 1972 because it contains commercial and financial information relevant to the negotiations between the Council and the preferred operator of the proposed cinema.

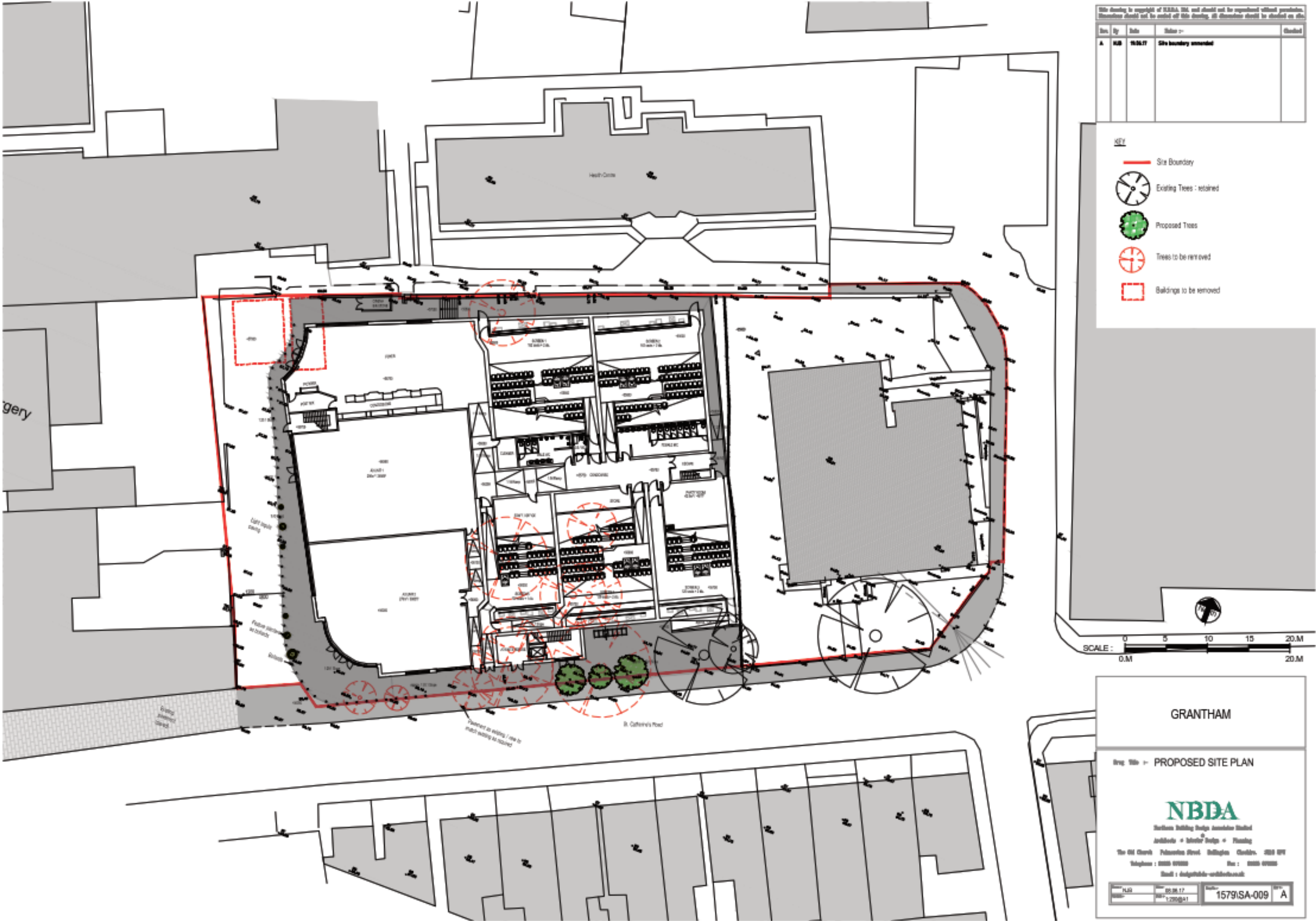
Appendix A –Savills and AECOM appraisal

Appendix B-Heads of terms for an agreement with the preferred cinema operator

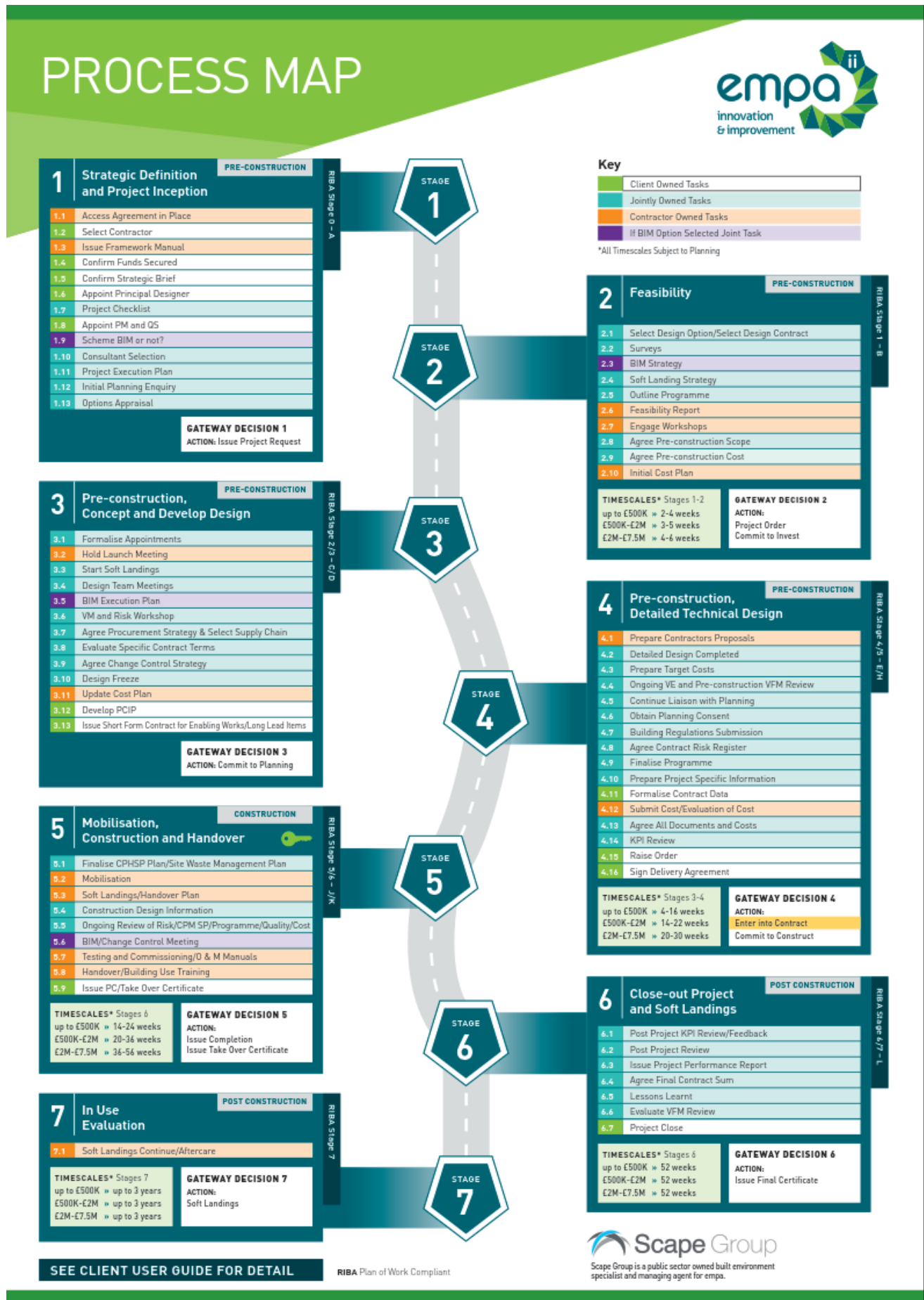
Appendix C-MACE Order of Costs Estimate

Appendix D-Risk Register & summary of changes

14 Appendix 1 – Phase 1 Development Plan (Not to Scale)



# 15 Appendix 2 – SCAPE Process Map





By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



## CABINET

Report of: Councillor Adam Stokes  
Cabinet Member for Finance

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>Proposed amendments to General Fund Capital Programme (CFM438)</b>

<b>Decision Proposal:</b>	Budget Framework Proposal
<b>Relevant Cabinet Member:</b>	Councillor Adam Stokes Cabinet member for Finance
<b>Report author:</b>	Richard Wyles, Corporate Finance Tel: 01476 406210 E-mail: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a> 27 September 2017
<b>Reviewed by:</b>	Daren Turner – Strategic Director Tel: 01476 406301 E-mail: <a href="mailto:d.turner@southkesteven.gov.uk">d.turner@southkesteven.gov.uk</a> 28 September 2017
<b>Signed off by:</b>	Daren Turner – Strategic Director Tel: 01476 406301 E-mail: <a href="mailto:d.turner@southkesteven.gov.uk">d.turner@southkesteven.gov.uk</a> 28 September 2017
<b>Approved for publication</b>	Councillor Adam Stokes, Cabinet member for Finance 2 October 2017

## SUMMARY

This report sets out the proposed changes to the capital programme for 2017/18 in order to enable the necessary budget allocations to be made during the financial year.

**RECOMMENDATION**

Cabinet is asked to recommend to Council the following amendments to the capital programme:

Disabled Facilities Grant – increase to £733,770 for 2017/18  
St Peter's Hill development – increase to £5.7M

**1. BACKGROUND TO REPORT;**

- 1.1 The capital programme was approved by Council at its meeting on 2<sup>nd</sup> March 2017 and it was subsequently amended by Council on 15<sup>th</sup> June 2017 to include the capital allocations to facilitate the 'Big Clean' initiative.
- 1.2 On 28<sup>th</sup> June 2017, the Council received a grant allocation of £733,770 from Lincolnshire County Council in respect to the District Council's entitlement of Government funding of Disabled Facilities Grant (DFG). This amount is a significant increase on previous year's allocations and is provided as part of the Government's Better Care Fund which is focussed at providing more joined up and customer focused services in order to reduce hospital and care admissions and enable people to return from hospital more quickly.
- 1.3 The details of the Council's response to the increased funding were detailed in a report to Communities and Wellbeing Overview and Scrutiny Committee on 5<sup>th</sup> September which set out options in respect of a policy to distribute the funding within agreed criteria. This is also considered as a separate item on this agenda.
- 1.4 The second amendment to the capital programme is in respect of the St Peter's Hill development project (which is also the subject of a separate agenda report elsewhere on the agenda).
- 1.5 Following negotiation of the heads of terms with the preferred cinema provider and preliminary works on site, a further budget requirement of £1.17M has been identified. Therefore a revised budget of £5.7M is required in order to deliver the ambitions of the project.
- 1.6 **Financing Proposals**
- 1.7 With respect to the proposed amendments, the increase in the DFG allocation will be wholly met from Government grant and it is recommended that the associated cost of administration will be directly funded from the grant.
- 1.8 It is proposed to finance the additional budget of £1.17M for the St Peters Hill project for 2017/18 from the specific St Peter's Hill reserve which has been replenished from available capital reserves and the local priorities reserve. The full details of the capital programme, financing statement and reserves statement are provided at appendix A

**2. OTHER OPTIONS CONSIDERED**

- 2.1 Not applicable

### **3. RESOURCE IMPLICATIONS**

3.1 These are stated within the report.

### **4. RISK AND MITIGATION**

4.1 Risk has been considered as part of this report and any specific high risks are included in the table below:

<b>Category Risk</b>	<b>Action / Controls</b>
Not applicable	

### **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

5.1 Not applicable

### **6. CRIME AND DISORDER IMPLICATIONS**

6.1 There are none arising.

### **7. COMMENTS OF FINANCIAL SERVICES**

7.1 These are included in the report.

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

8.1 The in-year change to the budget framework for 2017-2018 is proposed to be approved by Council in accordance with Budget and Policy Framework Procedure Rules.

### **9. COMMENTS OF OTHER RELEVANT SERVICES**

9.1 None.

### **10. APPENDICES**

10.1 Appendix A – Updated General Fund Capital Programme 2017/18  
Updated Capital Financing Statement 2017/18  
Updated General Fund Reserves Statement 2017/18

### **11. BACKGROUND PAPERS**

11.1 None.

	Description	2016/17 Forecast Outturn £'000	2017/18 Indicative Base £'000	2017/18 Updated Base £'000	2018/19 Indicative Base £'000	2019/20 Indicative Base £'000	2020/21 Indicative Base £'000	2021/22 Indicative Base £'000
	<b>Growth</b>							
	Town Centre Development							
1	<i>St Peter's Hill Redevelopment</i>	310	-	500	5,200	-	-	-
2	Shop front scheme	130	163	130	130	130	-	-
3	Serviced Land	220	-	-	-	-	-	-
4	Property Investment Strategy	-	500	5,000	-	-	-	-
5	Local Authority Controlled Company	-	-	2,800	-	-	-	-
		660	663	8,430	5,330	130	-	-
	<b>Housing</b>							
6	Essential Home Grant Assistance	500	150	274	150	150	150	150
7	<i>Disabled Facilities Grant</i>	100	-	734	-	-	-	-
		600	150	1,008	150	150	150	150
	<b>Culture</b>							
	Provision for Existing Assets							
8	Grantham Council Offices - LV Panel	-	-	-	-	-	-	-
9	Meres Leisure Centre Improvements - 3G Pitch	160	-	-	-	-	-	-
10	Stamford Arts Centre - Theatre Seating	20	-	-	-	-	-	-
11	Meres Leisure Centre Equipment	12	-	-	-	-	-	-
12	Stamford Leisure Centre - Replace HWS Calorifiers	15	-	-	-	-	-	-
13	Bourne Leisure Centre - Replace HWS Calorifiers	-	40	-	-	-	-	-
14	Wyndham Park Improvement Works	-	853	358	119	-	-	-
		207	893	358	119	-	-	-
	<b>Environment</b>							
	Waste Management							
15	Street Scene Vehicle Procurement	185	161	180	525	502	825	130
16	Vehicle Replacement Programme	380	502	735	326	366	55	395
17	Pool Car Vehicles	-	-	124	128	-	-	-
18	Wheelie Bin Replacements	133	111	111	112	113	114	115
19	Big Clean Project	-	-	226	-	-	-	-
		698	774	1,376	1,091	981	994	640
	<b>Corporate</b>							
20	Customer Access Strategy (telephony upgrade)	28	-	-	-	-	-	-
21	Customer Relationship & Document Access Strategy	80	-	-	-	-	-	-
22	Financial System Upgrade	-	-	50	-	-	-	-
23	Sandbox Firewall	-	-	26	-	-	-	-
24	ICT Infrastructure	64	-	-	-	-	-	-
		172	-	76	-	-	-	-
25	<b>TOTAL GENERAL FUND CAPITAL PROGRAMME</b>	2,337	2,480	11,248	6,690	1,261	1,144	790

	Description	2016/17 Outturn £'000	2017/18 Indicative Base £'000	2017/18 Updated Base £'000	2018/19 Indicative Base £'000	2019/20 Indicative Base £'000	2020/21 Indicative Base £'000	2021/22 Indicative Base £'000	
1	<b>Growth</b>	510	663	<b>8,430</b>	<b>5,330</b>	130	-	-	#
2	<b>Housing</b>	466	150	<b>1,008</b>	150	150	150	150	
3	Culture	165	893	358	119	-	-	-	
4	Environment	412	774	1,376	1,091	981	994	640	
5	Corporate	55	-	76	-	-	-	-	
6	<b>TOTAL - CAPITAL PROGRAMME</b>	<b>1,608</b>	<b>2,480</b>	<b>11,248</b>	<b>6,690</b>	<b>1,261</b>	<b>1,144</b>	<b>790</b>	
	<b>GENERAL FUND FINANCED BY:</b>								
7	Supported Borrowing	-	-	-	-	-	-	-	
8	Unsupported Borrowing	-	-	-	-	-	-	-	
9	Specific Reserve - Revenue			226					
10	Specific Reserve - Capital	-	1,019	1,067	49	811	-	-	
11	Specific Reserve - St Peters Hill	370	-	<b>500</b>	<b>5,200</b>	-	-	-	
12	Usable Capital Receipts	520	-	66	803	-	759	405	
13	Capital Grants and Contributions								
	- <b>Disabled Facility Grant</b>	376	-	<b>734</b>	-	-	-	-	
	- Heritage Lottery Funding	-	768	244	177	-	-	-	
14	Direct Revenue Financing								
	- Cemetery Works - SEA	-	5	5	6	-	-	-	
	- Wyndham Park Fountains - SEA	-	5	5	5	-	-	-	
	- Wyndham Park - SEA	-	55	60	-	-	-	-	
	- Mere's Leisure Centre	-	-	-	-	-	-	-	
	- S106 Monies	23	15	15	-	-	-	-	
	- Transformation Reserve	-	15	-	-	-	-	-	
	- ICT reserve	37	-	76	-	-	-	-	
	- Shop Front Scheme	24	98	65	65	65	-	-	
	- Local Priorities Reserve	-	-	7,800	-	-	-	-	
	- Contribution from Revenue	258	500	385	385	385	385	385	
15	<b>TOTAL - GF CAPITAL PROGRAMME</b>	<b>1,608</b>	<b>2,480</b>	<b>11,248</b>	<b>6,690</b>	<b>1,261</b>	<b>1,144</b>	<b>790</b>	

## GENERAL FUND RESERVES STATEMENT

	Balance as at 31 March 2016 £'000	Movement on Reserve in year £'000	Balance as at 31 March 2017 £'000	Forecast Movement on Reserve in year £'000 in	Forecast Movement on Reserve in year £'000 out	Forecast Balance as at 31 March 2018 £'000	Forecast Movement on Reserve in year £'000 in	Forecast Movement on Reserve in year £'000 out	Forecast Balance as at 31 March 2019 £'000	Forecast Movement on Reserve in year £'000 in	Forecast Movement on Reserve in year £'000 out	Forecast Balance as at 31 March 2020 £'000
<b>Revenue Reserves</b>												
Service Specific Funds	76	(4)	72		-	72		-	72		-	72
Capacity Building, Priority Setting and Service Improvement Reserve												
Events and Festivals - Gravity, Deepings & Georgian	359	(131)	228		(100)	128		(120)	8		(115)	107
Apprenticeships	100	-	100		(22)	78		(22)	56		(20)	36
Broadband infrastructure	550	-	550		-	550		-	550		0	550
Waste & Recycling Initiatives	156	-	156		-	156		-	156		0	156
Support for Corporate Reviews	53	-	53		-	53		-	53		0	53
Business Support	100	-	100		-	100		-	100		0	100
ICT investment	300	(32)	268		(96)	172		-	172		-	172
Transformation Programme	829	(137)	692		(21)	671		(22)	649		-	649
BR and CTS volatility Reserve	1,729	-	1,729		(663)	1,066		214	1,280		(339)	941
Maintenance	134	(134)	-		-	-		-	-		-	-
Economic Development & Growth	150	(59)	91		(60)	31		(120)	89		-	89
Tourism	50	(10)	40		-	40		-	40		-	40
Building Control	37	(37)	-		-	-		-	-		-	-
Community Based Initiatives												
Hardship & Welfare	50	-	50		-	50		-	50		-	50
Future Service Improvement Reserve	1,347	-	1,347		(47)	1,300		(47)	1,253		(49)	1,204
Community Fund	239	(89)	150		(90)	60		(60)	-		-	-
	6,183	(629)	5,554		(1,099)	4,455		(177)	4,278		(523)	3,755
Local Priorities Reserve	9,752	3,985	13,737	3,168	(10,430)	6,475	2,200	-	8,675	2,000	-	10,675
Invest to Save	358	-	358		-	358		-	358		-	358
Insurance Reserve	350	-	350		-	350		-	350		-	350
Pensions Reserve - Former Employees	185	35	220		(69)	151		(70)	81		(71)	10
- Current Employees	1,513	912	2,425		(101)	2,324		(727)	1,597		(847)	750
Building Control	(91)	25	(66)	6		(60)	15		(45)	23		(22)
Special Expense Areas Reserve	161	41	202	31	(70)	163	62	(11)	214	71		285
Total General Revenue Reserves	18,487	4,365	22,852		(11,769)	14,288		(985)	15,580		(1,441)	16,233
<b>Government Grants Received</b>	517	175	692		(62)	630		(32)	598		-	598
<b>Working Balance</b>	1,913	(115)	1,798		-	1,798		-	1,798		-	1,798
<b>Total Revenue Reserves</b>	<b>20,917</b>	<b>4,425</b>	<b>25,342</b>		<b>(11,831)</b>	<b>16,716</b>		<b>(1,017)</b>	<b>17,976</b>		<b>(1,441)</b>	<b>18,629</b>
<b>Capital Reserve</b>												
Local Authority Mortgage Scheme Reserve	199	67	266	38	-	304	26	-	330			330
General Fund Capital Reserve	2,008	0	2,008	1,000	(2,008)	1,000	1,000	(49)	1,951		(811)	1,140
St Peter's Hill Development	889	(370)	519	2,684	(500)	2,703	2,497	(5,200)	0		0	0
Useable Capital Receipts Reserve	2,540	384	2,924	815	(66)	3,673	200	(3,300)	573		-	573
<b>Total Capital Reserves</b>	<b>5,636</b>	<b>81</b>	<b>5,717</b>	<b>4,537</b>	<b>(2,574)</b>	<b>7,680</b>	<b>3,723</b>	<b>(8,549)</b>	<b>2,854</b>	<b>0</b>	<b>(811)</b>	<b>2,043</b>
<b>Total General Fund Reserves</b>	<b>26,553</b>	<b>4,506</b>	<b>31,059</b>	<b>4,537</b>	<b>(14,405)</b>	<b>24,396</b>	<b>3,723</b>	<b>(9,566)</b>	<b>20,830</b>	<b>0</b>	<b>(2,252)</b>	<b>20,672</b>



## CABINET

Report of: Councillor Nick Robins  
Cabinet Member for Retail and Visitor Economy

Report to:	<b>Cabinet</b>
Date:	<b>12<sup>th</sup> October 2017</b>
Subject:	<b>Proposed changes to Car Park Tariffs – Welham Street Grantham</b>
	<b>Report No: PD024</b>

<b>Decision Proposal:</b>	Council decision
<b>Relevant Cabinet Member:</b>	Councillor Nick Robins Cabinet Member for Retail and Visitor Economy
<b>Report author:</b>	Paul Stokes - Service Manager, Venues and Town Centre Management Tel: 01476 40 64 10      E-mail: <a href="mailto:p.stokes@southkesteven.gov.uk">p.stokes@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Reviewed by:</b>	Richard Wyles - Corporate Finance Manager Tel: 01476 40 62 10      E-mail: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Signed off by:</b>	Daren Turner - Strategic Director Tel: 01476 40 63 01      E-mail: <a href="mailto:d.turner@southkesteven.gov.uk">d.turner@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Approved for publication:</b>	Councillor Nick Robins Date: 29 September 2017



## **SUMMARY**

Growth Overview and Scrutiny Committee considered report No CFM436 on 4<sup>th</sup> October 2017. This report proposes amendments to the car parking tariffs at Welham Street Grantham, in order to introduce a leisure tariff rate that will appropriately complement the adjoining leisure offer that is being developed.

Cabinet are requested to consider recommendations made by the Growth Overview and Scrutiny Committee in order that the Council can consult on the proposed new Parking Order in accordance with the relevant Regulations. The recommendations from the Growth Overview and Scrutiny Committee will be presented to the Cabinet meeting.

The responses to consultation would be reported prior to Council being requested to make the necessary amendments to the Order.

## **RECOMMENDATION**

- 1 That Cabinet determine the proposed tariff structure on which to consult and authorises consultation in accordance with the relevant Regulations.

## **1. BACKGROUND TO REPORT**

- 1.1 The proposed new Parking Order amends the existing 2017 Parking Order; South Kesteven District Council Civil Enforcement Off-Street Parking Places Order 2017 ("Existing Parking Order"). The amendments are identifiable in red on the tracked changed document at Appendix 1 to this report.
- 1.2 The "Leisure tariff" for Welham Street car park forms part of the proposed Heads of Terms developed with the preferred cinema operator of a new 5 screen cinema as part of the St Peter's Hill development. The development also includes new restaurants. The "Leisure tariff" is required to assist in establishing this new leisure venue as the destination of choice for those customers within a 15 to 30 minute drive time catchment area. The tariff would be for a maximum stay of 4 hours and only applicable to Welham Street car park in Grantham. Customers using this car park for all day parking or shorter stays would pay the prevailing charge. The "Leisure tariff" would be available to anyone using the car park as well as supporting those customers that wish to experience the offer at the cinema, restaurant or Guildhall Arts Centre.
- 1.3 Cinema films vary considerably in length, however most fall within 120-200 minutes (2-3hrs) running time. The "Leisure tariff" for a maximum of 4 hrs would therefore support a visit before 6:00pm to the cinema or Guildhall Arts Centre and a restaurant meal before or after a show. Equally it could be used by anyone accessing the town centre for a variety of reasons. However the primary purpose of the targeted "Leisure Tariff" is to help establish the new destination for a leisure experience in Grantham town centre.
- 1.4 The stated St Peter's Hill redevelopment project objectives are:

- Provide a viable, contemporary, state of the art multi screen cinema complex.
- Support and enable development of a diverse daytime and evening economy through the creation of associated new A3 restaurant space.
- Improve the attractiveness of the public realm both in, leading to and around the scheme.
- Improve pedestrian access and connectivity to the wider town centre and to fundamentally extend the 'dwell time' of visitors.
- Act and attract as a stimulus and a destination for further investment in the town centre.

It is considered that the introduction of a "Leisure tariff" will support the achievement of these objectives.

- 2.0 The Road Traffic Regulation Act 1984 gives Local Authorities power to provide parking places and regulate the use of the parking place by way of a Parking Order. Welham Street car park is currently a long and short stay car park which is regulated by the South Kesteven District Council Civil Enforcement Off-Street Parking Places Order 2017.
- 2.1 The Road Traffic Regulation Act 1984 gives Local Authorities power to provide parking places and regulate the use of the parking place by way of a Parking Order, providing that consultation is carried out with the statutory bodies (Freight Transport Association, the Road Haulage Association, the Chief Officer of Police and the local Highway Authority – Lincolnshire County Council) and the general public. The consultation must be in accordance with Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 2.2 The consultation consists of writing to and sending a copy of the New Parking Order to those statutory bodies and publishing, at least once, a notice of the proposals in a local newspaper circulating in the area to which the Order relates. Also, a notice is to be placed in the affected areas. The same notice and a copy of the New Parking Order must also be made available for inspection at the Council's Customer Service Area.

### **3. OTHER OPTIONS CONSIDERED**

- 3.1 A car park charge rebate scheme to cinema customers was promoted to the Council by the Cinema operator but was rejected in further negotiations over the development of the Heads of Terms.

### **4. RESOURCE IMPLICATIONS**

- 4.1 These are stated at paragraph 8.

### **5. RISK AND MITIGATION**

- 5.1 Risk has been considered as part of this report and any specific high risks are included in the table below:

<b>Category Risk</b>	<b>Action / Controls</b>
None identified at this stage	Review following consultation responses

## **6. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

6.1 None arising from this report.

## **7. CRIME AND DISORDER IMPLICATIONS**

7.1 Parking in off street parking places can be regulated by Order to prevent misuse. Crime and disorder implications increase if an Order is not made and car parking cannot be regulated.

## **8. COMMENTS OF FINANCIAL SERVICES**

8.1 Financial modelling has been undertaken on the proposals and is based on a proposed tariff structure as follows:

Duration	Current charge Levels 1 - 2	Current Charge Levels 3 - 6	Proposed new tariff Levels 1 - 6
Up to 30 mins	50p	n/a	n/a
Up to 1 hour	80p	n/a	n/a
Up to 2 hours	£1.30	n/a	n/a
Up to 3 hours	£1.80	£1.80	£1.00
Up to 4 hours	£3.00	£2.50	£1.50
Over 4 hours	£4.00	£3.00	£3.00

8.2 There are financial implications of introducing a new tariff structure and this has been modelled on current usage only. It is acknowledged that there would be an uplift in usage of the car park once the adjoining leisure offer is available. Based on current utilisation levels the proposed tariffs would reduce income levels from £158K to circa £135K due to the overall reduction in tariff rates from 3 hours and above. There would also be additional operational costs to reflect an increase in security arrangements. Again it is acknowledged that the increased usage of the facility is expected to mitigate any reduction in income levels and also be of sufficient level to offset the increase in operational expenditure.

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

9.1 Any Order regulating parking must be implemented in accordance with the provisions of the Road Traffic Regulation Act 1984, which includes consultation with the regulatory statutory bodies and members of the public. The process for introducing a new order is contained in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

## **10. COMMENTS OF OTHER RELEVANT SERVICES**

10.1 None

## **11. APPENDICES**

11.1 Appendix 1 – suggested amendments to Existing Car Parking Order

## **12. BACKGROUND PAPERS**

12.1 None

**SOUTH KESTEVEN DISTRICT COUNCIL**  
**CIVIL ENFORCEMENT OFF- STREET PARKING PLACES ORDER**  
**20172018**

South Kesteven District Council (“the Council”) in exercise of its powers under Section 35 and Schedule 9 of the Road Traffic Regulation Act 1984 as amended (“the 1984 Act”) and the Traffic Management Act 2004 (“the 2004 Act”) and of all other enabling powers and with the consent of the Lincolnshire County Council given under Section 39(3) of the 1984 Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the 1984 Act and in compliance with regulations made under the Act make the following Order:-

**PART I – GENERAL**

1. This Order is made on the ~~20<sup>th</sup> April 2017~~ and will come into effect on the ~~8<sup>th</sup> May 2017~~ and may be cited as the South Kesteven District Council Civil Enforcement Off-Street Parking Places Order 20172018.
2. The South Kesteven District Council Civil Enforcement Off-Street Parking Places Order 2012-2017 and all subsequent variations or amendments are revoked by this Order.
3. (1) Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order and any reference in this Order to “the Schedule” is a reference to the Schedule to this Order.  
  
(2) In this Order – except where the context otherwise requires – the following expressions shall have the meanings respectively assigned to them:-

“Cashless Parking”, means a cashless prepayment made via a telephone, smartphone, computer or other method, allowing a

vehicle to park for a period of time. When that time runs out the vehicle is required to leave the Parking Place;

“charging hours” – means any period specified in column 5 of Part I of the Schedule on any day prescribed in column 4 of Part I of the Schedule as a day when charges are payable.

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

“Council” – means South Kesteven District Council situated at St. Peter’s Hill Grantham Lincolnshire NG31 6PZ.

“disabled person’s badge” – has the same meaning as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 and shall include a badge issued under regulations having effect in Scotland or Wales under s21 of the Chronically Sick and Disabled Persons Act 1970.

“disabled person’s vehicle” – means a vehicle driven by a disabled person, or used at the time of parking for the carriage of a disabled person as defined in the above Regulations.

“driver” – means the person driving the vehicle at the time it was left in the parking place.

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

“motorcycle” – means a solo motorcycle only and excludes any motorcycle which has a side car or trailer or which has more than two wheels.

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

“parking place” – means any area of land specified in column 1 of Part I and Part II of the Schedule provided by the Council in pursuance of Section 32 (1) of the 1984 Act for use as a parking place.

“parking ticket meter” and “ticket issuing machine” – means such apparatus or device as may from time to time be provided by the Council and situated in the parking place for the purpose of Article 5 of this Order.

“Pass” means a voucher issued by the Council on such terms and conditions as it shall be decided, permitting a Driver to leave a vehicle in a Parking Place without the purchase and display of a Pay and Display Ticket, Resident Car Park Permit, Season Ticket or through the Cashless payment scheme or displaying a disabled driver’s badge and clock. A Pass may include a Council Member Pass and a Council Staff Pass;

“Pay and Display Ticket” means a ticket issued by a Parking Ticket Machine indicating the payment of the charge, the date on which the ticket is valid and the time that paid for parking runs out when the vehicle is required to leave the Parking Place;

“Penalty Charge” has the same meaning as in Section 92 of the 2004 Act; The penalty charge shall be set at Band 2 as set out in

Section 1 of the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007;

“Penalty Charge Notice” means a notification of a Penalty Charge pursuant to the provisions of Section 78 of the 2004 Act and the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“Relevant Position” means

- (a) In respect of a Disabled Person’s Badge
  - (i) The Badge is shown inside the windscreen on the dashboard or fascia of the vehicle, or
  - (ii) where the vehicle is not fitted with a dashboard, fascia or windscreen, the Badge is shown in a conspicuous position on the vehicleand in each case so that the date of expiry, the name of the issuing authority and the serial number are clearly visible and able to be read easily from outside the vehicle, and
- (b) in respect of Pass, Pay and Display Ticket, Season Ticket,
  - (i) The Pass, Pay and Display Ticket, Season Ticket, is shown inside the windscreen, or
  - (ii) In the case where of a vehicle is not fitted with a dashboard, the Pass, Pay and Display Ticket, or Season Ticket must be displayed in a conspicuous position on or in the vehicle

and in each case so that the front face and all of the information including any expiry time and date, any date of validity and any reference number is able to be read easily from outside the vehicle;

“Restricted Area”, in respect of a Parking Place means any area other than a Parking Bay and where parking is not permitted;



“Season Ticket” means a ticket purchased from the Council and issued subject to the Council’s terms and conditions, valid for the period specified on the ticket and in the Parking Place(s) specified on the ticket;

“vehicle” means any motorcar, motorcycle or other mechanically propelled automobile.

- (3) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

## **PART II – USE OF PARKING PLACES**

### Use of land and parking places

4. (1) (i) Each area of land specified by name in column 1 of Part I and Part II of the Schedule to this Order may only be used subject to the following provisions of this Order as a parking place for such class or classes of vehicles in such positions on such days and during such hours as are specified in relation to that area in Part I of the Schedule.
- (2) (i) Where in Part I and Part II of the Schedule a parking place is described as available for vehicles of a specified class or in a specified position the driver of a vehicle shall not permit it to wait in that parking place unless it is of the class and in the position so specified.
- (ii) Where within a parking place there is a sign or surface marking which indicates that a parking bay is available only for a disabled persons vehicle the driver of a vehicle shall not permit it to wait in that parking bay unless it is a disabled persons vehicle displaying a disabled persons badge.
- (iii) Where within a parking place there is a surface marking of lines or hatching or some other marking indicating that waiting or parking is not permitted within or over such lines hatching or other marking the driver of a vehicle shall not permit it to wait or be parked on such markings but must ensure that it is left wholly within a parking bay and parked between the lines so as not to obstruct access to and egress from the parking place or any part thereof for other users or to obstruct the free movement of vehicles using other parking bays within the parking place.

- (3) Insofar as a vehicle is left in a parking place during the charging hours the driver thereof shall pay such charge or charges as are specified in the following provisions of this Order.

Amount of initial charge at parking places

5. (1) This article applies to the parking places specified by name in column 1 of Part I of the Schedule.
- (2) The initial charge for a vehicle parking in a parking place during the charging hours shall, subject as hereinafter provided, be in accordance with the Scale of Charges specified in column 7 of Part I of the Schedule.
- (3)

Payment

6. The Driver of a vehicle using a Parking Place shall, upon parking the Vehicle in the Parking Place, make payment of a charge either by:
- (i) purchasing a Pay and Display Ticket; or
  - (ii) making a Cashless Parking prepayment at the level of the charge for the period required in accordance with the scale of charges specified in Part I of the Schedule, or otherwise varied by an Order or a Notice of Variation.

Means of payment

7. The charge referred to in Article 5 shall be payable either by:
- (i) the insertion of an appropriate coin, coins, banknotes or by means of a credit/debit card, making up the amount of the charge payable to the Parking Ticket Machine situated in that Parking Place, or by

payment to a person nominated by the Council, or other approved method of payment.

- (ii) a cashless prepayment made via a telephone, smartphone, computer or other method, allowing a vehicle to park for a period of time.
8. The owner of a vehicle may on application to the Council purchase a Season Ticket in respect of that vehicle for a charge ascertained by reference to the said Scale of Charges and that season ticket shall be valid in such parking places and at such times as may be determined by the Council during the period for which it is issued. The Council reserves the right to suspend the issue of Season Tickets without notice.
9. The Council may, at its discretion, issue a parking permit or pass to the driver of a vehicle and that parking permit shall be valid in such parking places and at such times as may be determined by the Council.
10. The driver of a vehicle shall attach or cause to be attached any ticket or tickets issued on payment of the initial charge referred to in this Article or any Season Ticket or Pass issued under this Article in the Relevant Position at all times when the vehicle is parked in a parking place.

#### Validity of Pay and Display Tickets

11. A Pay and Display Ticket is not transferable from one vehicle to another.
12. A Pay and Display Ticket is valid only in the Parking Place in which it was issued. This is defined by the reference code and/or location of the Parking Ticket Machine in that Parking Place, printed on the Pay and Display Ticket.

#### Expiry of parking period

13. The parking period expires where:

- (i) a Pay and Display Ticket is purchased and the time indicated on the Hand Held Computer is later than the expiry time and date indicated on the Pay and Display Ticket displayed on a vehicle; or
- (ii) a Cashless Parking prepayment is made and the time indicated on the Hand Held Computer or other device is later than the expiry time and date of the electronic record of that transaction.

14. The vehicle shall be removed from the Parking Place by the end of the parking period.

No Ticket displayed

15. Where neither a Pay and Display Ticket, disabled driver's badge and clock is displayed on a vehicle in the Relevant Position and in accordance with the provisions of Article 16, nor can it be determined that a Cashless Parking prepayment has been made, it shall be deemed that the charge has not been paid.
16. If at the time when a vehicle is left in a Parking Place and on the nearest Parking Ticket Machine in that Parking Place there is a notice placed by any person duly authorised by the Council, indicating that the Parking Ticket Machine is out of order, or the Parking Ticket Machine displays "not in use" or a Pay and Display Ticket cannot be obtained from that Parking Ticket Machine for any reason, then a Pay and Display Ticket shall be obtained from another Parking Ticket Machine located within the car park (where provided).
17. A vehicle may not be left in a Parking Place if neither a valid Pay and Display Ticket has been obtained and displayed, or a Cashless Parking prepayment made.

#### Indication by parking ticket meter

18. (1) Payment of the initial charge for a vehicle left in a parking place shall be indicated by the issue of a ticket or tickets indicating that the charge has been paid on the day on which the vehicle is so left in respect of an initial period being of not more than the unexpired period of the charging hours on the day of payment.
- (2) Any ticket of the type referred to in this Article shall be exhibited in the Relevant Position
- (3) Any ticket issued by a parking ticket meter shall be presumed unless the contrary is proved to have been issued on the date shown thereon and when the clock on the said parking ticket meter indicated the time to be that shown on the said ticket.
- (4) No person shall exhibit on a vehicle left in a parking place during the charging hours any ticket or tickets issued by a parking ticket meter relating to that parking place other than the ticket or tickets issued by a parking ticket meter upon payment of the initial charge in respect of that vehicle.
- (5) Any person who interferes with a Parking Ticket Machine or operates or attempts to operate it by the insertion of objects other than undamaged and unaltered coins of legal tender, shall be liable to prosecution.

#### Amount of Penalty Charge at Parking Places

19. (1) If a vehicle is left in a parking place during the charging hours for a longer period than that period for which payment was made, the amount shown in Part III of the Schedule (which amount is hereinafter referred to as the "Penalty Charge") shall be payable

by the driver of that vehicle in accordance with Part III of the Schedule and Article 21.

(2) If a vehicle is left in a parking place during the charging hours either:-

- (i) without having paid the initial charge, or
- (ii) without a valid parking ticket season ticket or parking permit being displayed

the amount shown in Part III of the Schedule (which amount is referred to as the “Penalty Charge”) shall be payable by the driver of that vehicle in accordance with Part III of the Schedule and Article 21.

(3) If a vehicle is left in a parking place during the charging hours and fails to comply with this Order the amount shown in Part III of the Schedule (which amount is referred to as the “Penalty Charge”) shall be payable by the driver of that vehicle in accordance with that Part of the Schedule and Article 21.

(4) In the case of a vehicle in respect of which an Penalty Charge may have been incurred, it shall be the duty of a Civil Enforcement Officer to attach to the vehicle in a conspicuous position or, where the driver is present, to hand to the driver, or the Council to post to the Owner the Penalty Charge Notice which shall include the following particulars and which particulars are required by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (or any subsequent amendments):-

- (a) the date on which the notice is served;
- (b) the name and address of the Council;



- (c) the registration mark of the vehicle or, where the vehicle is being used under a trade licence, the number of the trade plate carried by the vehicle;
- (d) the date and time at which the alleged contravention occurred;
- (e) the grounds on which the civil enforcement officer serving the notice believes that a Penalty Charge is payable;
- (f) the amount of the Penalty Charge;
- (g) that the Penalty Charge must be paid not later than the last day of the period of 28 (twenty eight) days beginning with the date on which the Penalty Charge Notice was served;
- (h) that if the Penalty Charge is paid not later than the last day of the period of 14 (fourteen) days beginning with the date on which the notice is served the Penalty Charge will be reduced by the amount of any applicable discount;
- (i) the manner in which the Penalty Charge must be paid; and
- (j) that if the Penalty Charge is not paid before the end of the period of 28 (twenty eight) days referred to in (g) above a notice to the owner may be served by the Council on the owner of the vehicle.

### Restriction on removal of notices

20. When a Penalty Charge Notice has been attached to a vehicle in accordance with any of the foregoing provisions of this Order no person other than a person authorised by the Council or the driver or a person authorised by the driver shall remove the Notice from the vehicle.

### Manner of payment of Penalty Charge

21. (1) The Penalty Charge shall be paid to the Council in accordance with the instructions indicated on the Penalty Charge Notice either by cheque, which shall be delivered or sent by post to the address indicated on the Penalty Charge Notice, by debit or credit card (except Electron and American Express) on the 24 hour telephone payment line; 0845 234 0038 or by any other acceptable means which is agreed by the Council and the person or persons paying the Penalty Charge.
- (2) The Penalty Charge must be paid to the Council before the end of twenty eight days beginning with the date of the Penalty Charge Notice.
- (3) If the Penalty Charge is paid to the Council before the end of a period of fourteen days beginning with the date of the Penalty Charge Notice the amount of the Penalty Charge shall be reduced in accordance with the Part III of the Schedule of this Order which is pursuant to the Traffic Management Act 2004.
- (4) For the purposes of this Article the Penalty Charge shall be taken to be paid when it is received at the office at the address indicated on the Penalty Charge Notice and if the end of the period of twenty eight days specified in paragraph (2) above or the end of the fourteen days specified in paragraph (3) above falls upon a day the Council office is closed, the period within which the payment of the Penalty Charge shall be made shall be extended until the time at which the Council office closes on the next full day on which that office is open. If full

payment is not received within 28 (twenty eight) days of issue, the registered keeper or the person that the Council believes to be the owner of the vehicle will receive a Notice to Owner.

- (5) At this stage, the registered owner/keeper of the vehicle can submit a formal representation objecting to the issue of the Penalty Charge Notice. Vehicle keeper information will be requested from the DVLA.
- (6) In the event that the formal representation is rejected, the registered owner/keeper can submit an appeal to the Traffic Penalty Tribunal. They are an independent body and will consider the registered owner/keeper's comments and those offered by the Council. A final decision will be reached.
- (7) If no payment is received within twenty eight days of the date of service of the Notice to Owner, a Charge Certificate will be issued and the outstanding amount is increased by 50%.
- (8) Continued non payment will result in the debt being registered at the County Court and an Order for Recovery will be sent to the owner. At this stage, the outstanding amount has increased by £7.00 and a period of 21 (twenty one) days are allowed for payment or for a witness statement to be submitted.
- (9) Failure to pay the outstanding amount will result in the outstanding amount being referred to a bailiff to recover the monies.

### Miscellaneous

22. The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place, and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.
23. (1) No person shall use a vehicle, while it is in a parking place, in connection with the sale of any article to persons or the sale of that vehicle or offering or advertising that vehicle for sale to persons in or near the parking place or in connection with the selling or offering or advertising for hire of his skill or service.

- (2) No person shall use any part of a parking place or any vehicle left in a parking place:
- (a) for sleeping or camping or cooking; or
  - (b) For the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.
24. The driver of a vehicle using a parking place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking place.
25. No person shall in a parking place wantonly shout or otherwise make a loud noise to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood.
26. No person shall in a parking place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace and whereby a breach of the peace is likely to be occasioned.
27. Where in a parking place signs are erected or surface markings are laid for the purpose of:-
- (a) indicating the entrance to or exit from the parking place, or
  - (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place;

no person shall drive or permit to be driven any vehicle (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking

place otherwise than by an exit, so indicated, or (ii) in a direction other than so specified.

28. No person shall, except with the permission of a person authorised by the Council in that behalf, drive or permit to be driven any vehicle in a parking place or any part of any car park to which this Order relates for any purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.
29. No person shall permit the vehicle to remain continuously in a parking place specified in Part II of the Schedule for a period of more than forty eight (48) hours without express written permission of the Council.
30. Caravans shall not be permitted to wait in any parking place at any time without the express written permission of the Council.
31. Heavy goods vehicles shall not be permitted to wait in any parking place unless that parking place is of that specified class at any time without the express written permission of the Council.
32. Trailers that are not attached to a vehicle shall not be permitted to wait in any parking place at any time without the express written permission of the Council.
33. In a parking place no person shall:-
  - (a) erect or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council.
  - (b) light or cause or permit to be lit any fire.
  - (c) drive a vehicle above the speed of 10mph (ten miles per hour) or for driving around such parking place unnecessarily for driving

recklessly erratically dangerously or for any game or sport involving motor vehicles or motor sport rally or motor trial.

- (d) place a skip or similar storage receptacles or for the storing of goods rubbish or waste of any description howsoever short or long the period without the express written permission of the Council.
- (e) commit any criminal offence.

34. Save as provided in Article 35 of this Order, no person shall cause or permit any vehicle to wait at any time on any carriageway giving access to or egress from a parking place.

35. Nothing in Article 34 of this Order shall prevent a person from causing or permitting a vehicle to wait on any such carriageway as is mentioned therein for as long as may be necessary:-

- (a) if the vehicle is waiting, owing to the driving being prevented from proceeding by circumstances beyond his control or such waiting as is necessary to prevent an accident;
- (b) if the vehicle is a fire engine or ambulance or any vehicle in the service of the local authority or police force being used in either case in pursuance of statutory powers or duties.

36. Any vehicle using or remaining in the parking place shall be at the owner's or driver's risk and the Council, or its agents, officers or employees shall not be liable for loss or damage to it or its contents or accessories howsoever arising.

37. The Council may at its complete discretion and without prior notice having been given, suspend the use of any parking place covered by this Order.

### **PART III – EXEMPTION**

38. (1) The driver of a disabled persons vehicle which displays in the relevant position a disabled person's badge shall be exempt from any limitation of time and from any payment specified in Articles 5 to 10. A driver who is neither disabled nor carrying a disabled person at the time of parking is not exempt from the provisions of Articles 5 to 10.
- (2) For the purpose of this Order a vehicle shall be regarded as displaying a disabled person's badge in the Relevant Position when:–
- (i) in the case of a vehicle fitted with a front windscreen, the badge is exhibited thereon with the obverse side facing forwards on the near side of and immediately behind the windscreen, and
  - (ii) in the case of a vehicle not fitted with a front windscreen, the badge is exhibited in a conspicuous position on the front or nearside of the vehicle.

### **PART III – REMOVAL OF VEHICLE FROM PARKING PLACE**

39. (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of Article 4, a person authorised by the Council may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions.
- (2) If a vehicle is left in a parking place in contravention of any of the provisions of this Order a person authorised by the Council may remove the vehicle from that parking place or arrange for such removal and storage of the vehicle.

- (3) For the purpose of meeting the requirements of any emergency, a person authorised by the Council or a police constable in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal and storage of a vehicle from a parking place.
  
- (4) If a vehicle is removed and stored as mentioned in (2) and (3) above the Council shall serve upon the owner of the vehicle a notice stating that their vehicle has been removed and inform them of where it is being stored. Also the notice will stipulate the charges incurred in accordance with the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 (and any subsequent amendments) which are set out in Part III of the Schedule.



- (5) The Council may for the purpose of altering or causing to be altered the position of any such vehicle or for the purpose of removing or arranging removal of such vehicle gain access by the use of reasonable force if necessary to such vehicle.
- (6) Any person altering, or causing the alteration of, the position of a vehicle by virtue of paragraph (1) of this Article, or removing, or causing the removal of, a vehicle by virtue of paragraph (2) or (3) of this Article, may do so by towing or driving the vehicle or in such other manner as he may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed.
- (7) Any person removing or arranging for the removal of a vehicle by virtue of paragraph (2) or (3) of this Article shall make such arrangements as he considers reasonably necessary for the safety of the vehicle in the place to which it is removed and stored.
- (8) The Council or other person shall not be liable for any cost claim demand or liability arising from the exercise of their powers under this Article.

## **PART V – DISPOSAL OF VEHICLES ABANDONED IN A PARKING PLACE**

- 40. The Council may as respects a vehicle which has been, or could at any time be, removed from a parking place in pursuance of Article 39 of this Order, if it appears to them to have been abandoned, sell or otherwise dispose of the vehicle. Provided that the power of disposal conferred by this Article shall not be exercisable in the case of a vehicle unless there have been taken by the Council such of the following steps as are applicable to the vehicle and there has elapsed a period of six weeks beginning with the taking of the first of those steps.

41. (1) Subject to the provisions of Article 47 of this Order, where a vehicle carries a registration mark issued under the Vehicle Excise and Registration Act 1994 the Council shall apply in writing to the Driver and Vehicle Licensing Agency enquiring who it appears may be the owner of the vehicle and the address of that person.
- (2) Where the Council act under this Article the first step for the purposes of the last and next succeeding Article shall be taken to be the sending of the notice mentioned in Article 42.
42. The Council shall, where they are by virtue of the last preceding Article aware of the name and address of a person who it appears may be the owner of the vehicle, send a notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the vehicle (which shall be sufficiently described in the notice) on or after a specified date (which shall not be less than two weeks from the date of the notice and in any event not earlier than 6 (six) weeks from the date of the first step taken by the Council under this part of this Order) unless it is in the meantime removed by or on behalf of that person from such place as is specified by the Council in the said notice, or from such place as may be subsequently notified in writing by the Council to that person.
43. If any person to whom a notice is sent in accordance with the last preceding Article informs the Council of the name and address of some other person whom he alleges may be the owner of the vehicle a notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person who the Council may in consequence of the sending of the notice to the said other person be led to believe may be the owner of the vehicle.
44. Subject to the provisions of Article 47 of this Order, where a vehicle does not carry a registration mark issued under the Vehicle Excise and Registration Act 1994, the first step to be taken by the Council shall be to apply in writing to the Chief Officer of the Police in whose area the parking

place is from which the vehicle has been, or could at any time be, removed in pursuance of this Order inquiring who that officer considers is the owner of the vehicle and the address of that person.

45. If, after steps have been taken under the foregoing provisions of this Part of this Order, a vehicle is not claimed, the Council shall make further enquiries (if any) as they consider reasonable as to who may be the owner of the vehicle and the address of that person especially in the case of a vehicle with a foreign registration.
- .
46. Where by virtue of Article 44 or 45 of this Order, the Council are informed of the name and address of a person who it is considered may be the owner of the vehicle, Articles 42 and 43 of this Order as respects the sending of notices shall apply in relation to that person at that address as they apply in relation to the person mentioned in the said Article 42.
47. Nothing in the foregoing provisions of this part of this Order shall require the Council to take any such steps as are therein mentioned for the purpose of inquiring who is the owner of a vehicle to which Article 40 of this Order applies, if they have found a person who satisfies them that he is in fact the owner of that vehicle and they have sent him at his address a notice containing the particulars specified in Article 42 of this Order.
48. Upon the sale of a vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by them in connection with the disposal thereof and of any charge or payment to which they are entitled as regards the vehicle under Section 102 of the 1984 Act.
49. In the event of any such costs incurred by them in connection with the disposal of the vehicle not being satisfied by virtue of the last preceding Article, the Council may recoup those costs so far as not satisfied from the person who was the last owner of the vehicle before it was removed from the parking place in pursuance of Article 39 of this Order, if that person

was sent by the Council a notice under the foregoing provisions of this part of this Order stating the particulars mentioned in Article 42 of this Order.

50. Any sum received by the Council on a sale of the vehicle, after deducting any sum applied there out by virtue of Article 48 of this Order, shall be payable within a period of 1 (one) year from the date of the sale of the vehicle to any person whom, but for such sale the vehicle would have belonged, and insofar as any such sums are not claimed within the said period they shall be paid into the general fund of the Council.
51. If the owner of a vehicle which has been or which could at any time have been removed from a parking place in pursuance of Article 40 of this Order, reclaims the vehicle before the Council sells or otherwise disposes of it as provided for by Article 40 of this Order then the Council shall be entitled to recover from such owner any charge or payment to which they are entitled as regards the vehicle under Section 102 of the 1984 Act.
52. Where under the foregoing provisions of this Part of this Order a notice is required to be, or may be, sent to a person the notice shall be sent by registered post or by the recorded delivery service.

Executed as a Deed by SOUTH )  
KESTEVEN DISTRICT COUNCIL )  
having caused its common seal )  
to be affixed hereto )

In the presence of \_\_\_\_\_ )

**South Kesteven District Council Civil Enforcement Off-Street Parking Places Order 2018**

**REVISED 30.8.17**

**SCHEDULE – PART I**

NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES	HOURS OF OPERATION OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	SCALE OF CHARGES
(1)	(2)	(3)	(4)	(5)	(6)	(7)
North Street Car Park Stamford	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Saturday Inclusive	8.00 a.m. – 6.00 p.m.	10 hours	Up to 30 mins - £0.50  0 - 1 hour - £0.80  0 – 2 hours - £1.30  0 – 3 hours - £1.80  0 – 4 hours - £3.00  Over 4 hours - £4.00
Bath Row Car Park Stamford (including the river front parking)	"	"	"	"	"	"
St. Leonards Street Car Park, Stamford	"	"	"	"	"	"
Scotgate Car Park Stamford	"	"	"	"	"	"

NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES	HOURS OF OPERATION OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	SCALE OF CHARGES
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Wharf Road Car Park Stamford	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Saturday Inclusive	8.00 a.m. – 6.00 p.m.	10 hours	Up to 3 hours - £1.80  Up to 4 hours - £2.50  ALL DAY - £3.00
Cattle Market Car Park Stamford	"	"	"	"	"	"
Cattle Market Car Park Stamford	Within one or more parking bays	Coaches	Every Day	24 hours	24 hours	£10.00 per 24 hours or part thereof

NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES	HOURS OF OPERATION OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	SCALE OF CHARGES
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Welham Street Car Park Grantham  <del>Levels 1 and 2</del> ALL LEVELS	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act (ii) Motor cycles as defined in Section 136(4) of the Act (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes (iv) Invalid carriages	Monday to Saturday inclusive	8.00 a.m. – 6.00 p.m.	10 hours	Up to 30 mins - £0.50 0 - 1 hour - £0.80 0 – 2 hours - £1.30 <del>0 – 3 hours - £1.80</del> <del>0 – 4 hours - £3.00</del> Up to 4 hours £1.50 Over 4 hours - £4.00
<del>Welham Street Car Park Grantham</del>  <del>Levels 3,4,5, and 6</del>	<del>"</del>	<del>"</del>	<del>"</del>	<del>"</del>	<del>"</del>	<del>Up to 3 hours - £1.80</del> <del>Up to 4 hours - £2.50</del> <del>Up to 4 hours - £1.50</del> <del>ALL DAY - £3.00</del>

NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES	HOURS OF OPERATION OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	SCALE OF CHARGES
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Conduit Lane Car Park Grantham	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Saturday Inclusive	8.00 a.m. – 6.00 p.m.	10 hours	Up to 3 hours - £1.80  Up to 4 hours - £2.50  ALL DAY - £3.00
Guildhall Street Car Park (Greenwoods Row), Grantham	"	"	"	"	"	Up to 30 mins - £0.50  0 - 1 hour - £0.80  0 – 2 hours - £1.30  0 – 3 hours - £1.80  0 – 4 hours - £3.00  Over 4 hours - £4.00
Watergate Car Park Grantham	"	"	"	"	"	"



NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES	HOURS OF OPERATION OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	SCALE OF CHARGES
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Council Offices Car Park St Catherine's Road Grantham	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Saturdays Only	8.00 a.m. – 6.00 p.m.	10 hours	Up to 30 mins - £0.50  0 - 1 hour - £0.80  0 – 2 hours - £1.30  0 – 3 hours - £1.80  0 – 4 hours - £3.00  Over 4 hours - £4.00
Wharf Road Multi Storey Car Park Grantham	“	“	Monday to Saturday Inclusive	“	“	Up to 30 mins - £0.50  0 - 1 hour - £0.80  0 – 2 hours - £1.30  0 – 3 hours - £1.80  0 – 4 hours - £6.00  Over 4 hours - £8.00

## SCHEDULE – PART II

### (NON PAY AND DISPLAY CAR PARKS / “FREE TO PARK” CAR PARKS)

NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES
Wyndham Park Hill Avenue Grantham (PLAN A)	Wholly within a parking bay	Any of the following having a height of less than 6'6":- (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Sunday Inclusive
Dysart Park Bridge End Road Grantham (PLAN B)	Wholly within a parking bay	Any of the following having a height of less than 6'6":- (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Sunday Inclusive
Trent Road adjacent to the Rose and Castle Public House Grantham (PLAN C)	Wholly within a parking bay	Any of the following having a height of less than 6'6":- (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Sunday Inclusive

NAME OF PARKING PLACE	POSITION IN WHICH VEHICLES MAY WAIT	CLASSES OF VEHICLES	DAYS OF OPERATION OF PARKING PLACES
The Meres Leisure Centre and Sports Stadium on Trent Road Grantham (PLAN D)	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Sunday Inclusive
Arnoldfield Gonerby Hill Foot Grantham Lincolnshire (PLAN E)	Wholly within a parking bay	Any of the following having a height of less than 6'6":-  (i) Motor cars within the provisions of Section 136(2)(a) of the Act  (ii) Motor cycles as defined in Section 136(4) of the Act  (iii) Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1½ tonnes  (iv) Invalid carriages	Monday to Sunday Inclusive
Land off St. Catherine's Road Grantham Lincolnshire/to the rear of Welham Street Car Park (PLAN F)	Waiting is prohibited at all times, with the exception for invalid carriages or vehicles displaying a valid disabled clock and badge	(iv) Invalid carriages	Monday to Sunday Inclusive

## **SCHEDULE**

### **PART III**

The following is payable:

*£70.00 (£35.00 where paid within 14 days; £105 if paid after service of charge certificate)*

1. Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
2. Parked in a restricted area in a car park
3. Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge
4. Parked in a car park or area not designated for that class of vehicle
5. Parked causing an obstruction

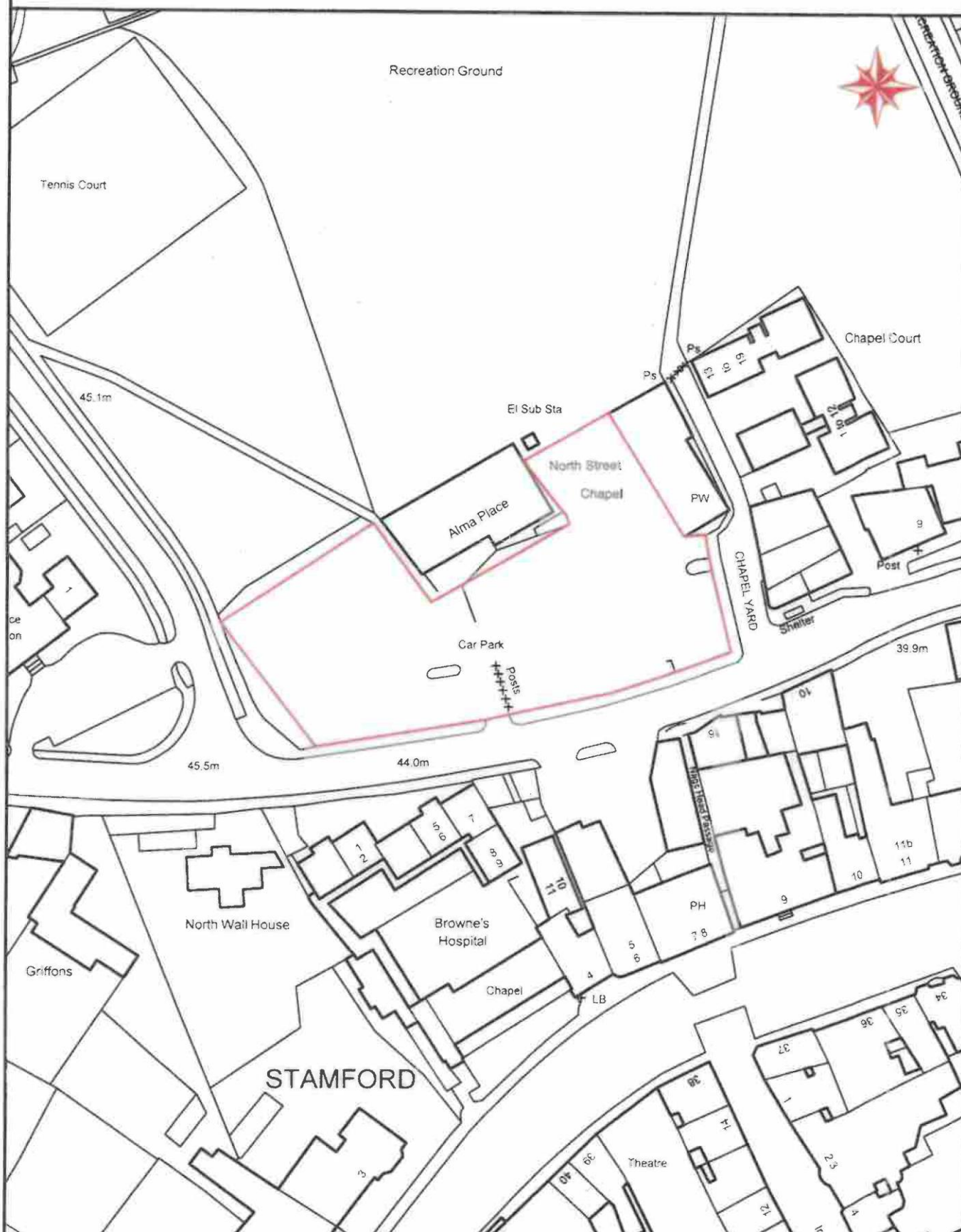
*£50.00 (£25.00 where paid within 14 days; £75 if paid after service of charge certificate)*


1. For parking without displaying a valid parking ticket; that is without paying to park, or parking after expiry of paid time and for parking without clearly displaying of disabled parking clock or any other parking ticket
2. Parking beyond the bay markings
3. Parking for a purpose other than that permitted
4. Parking with the engine running

#### **CHARGES FOR THE REMOVAL STORAGE AND DISPOSAL OF VEHICLES**

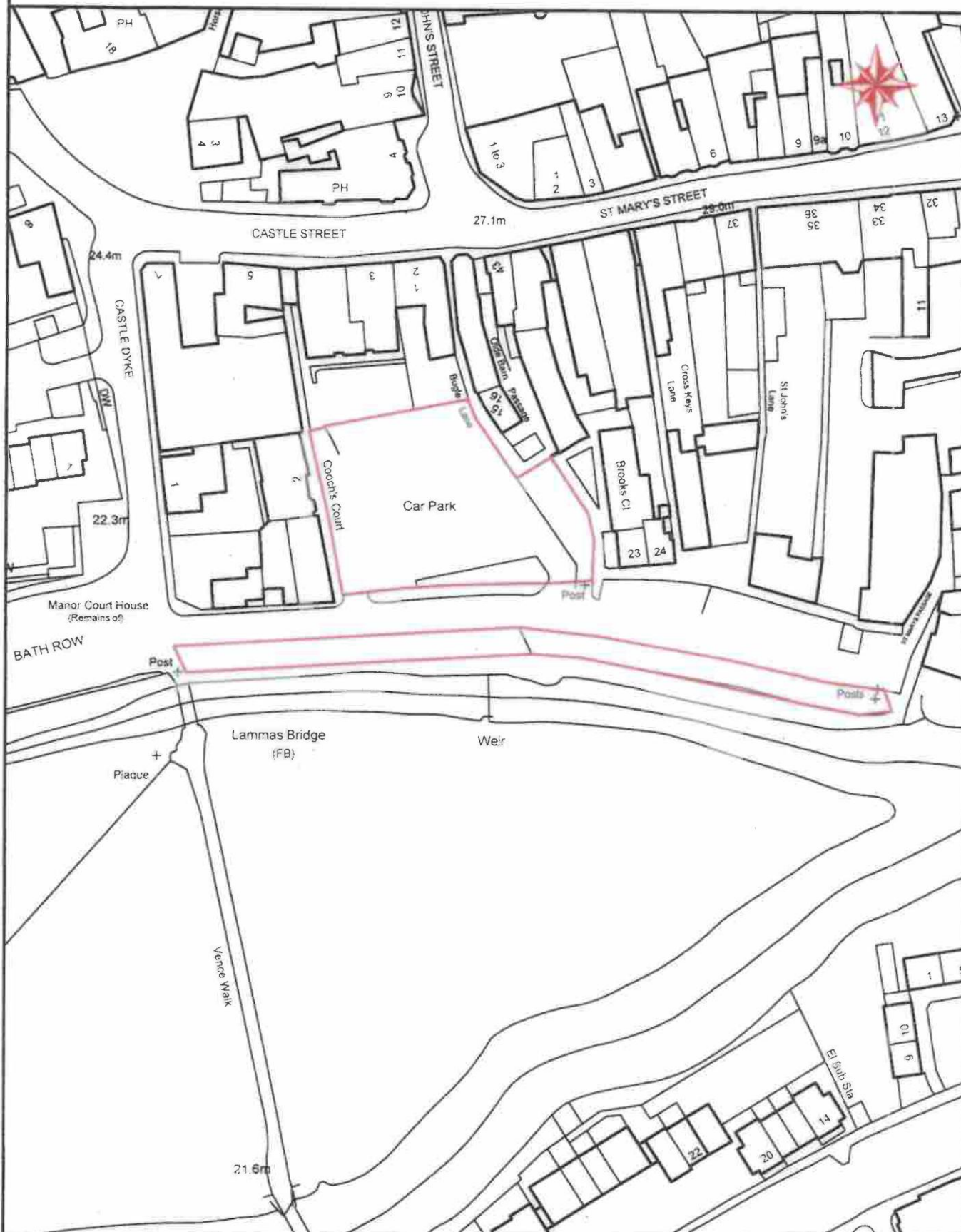
1. Removal - £105.00
2. Storage - £12.00 per day
3. Disposal - £50.00

# NORTH STREET STAMFORD



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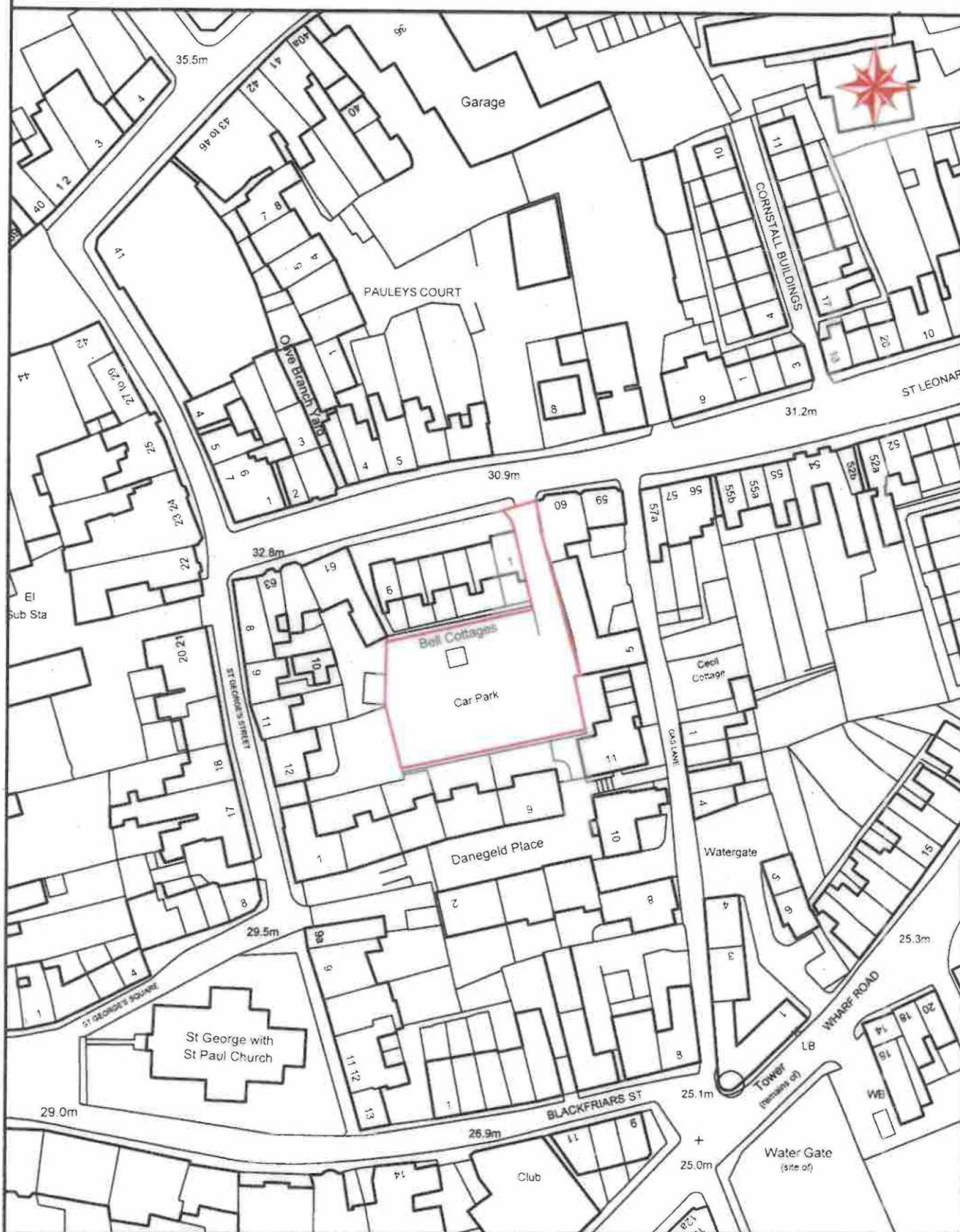
# BATH ROW STAMFORD



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# ST LEONARDS STREET STAMFORD



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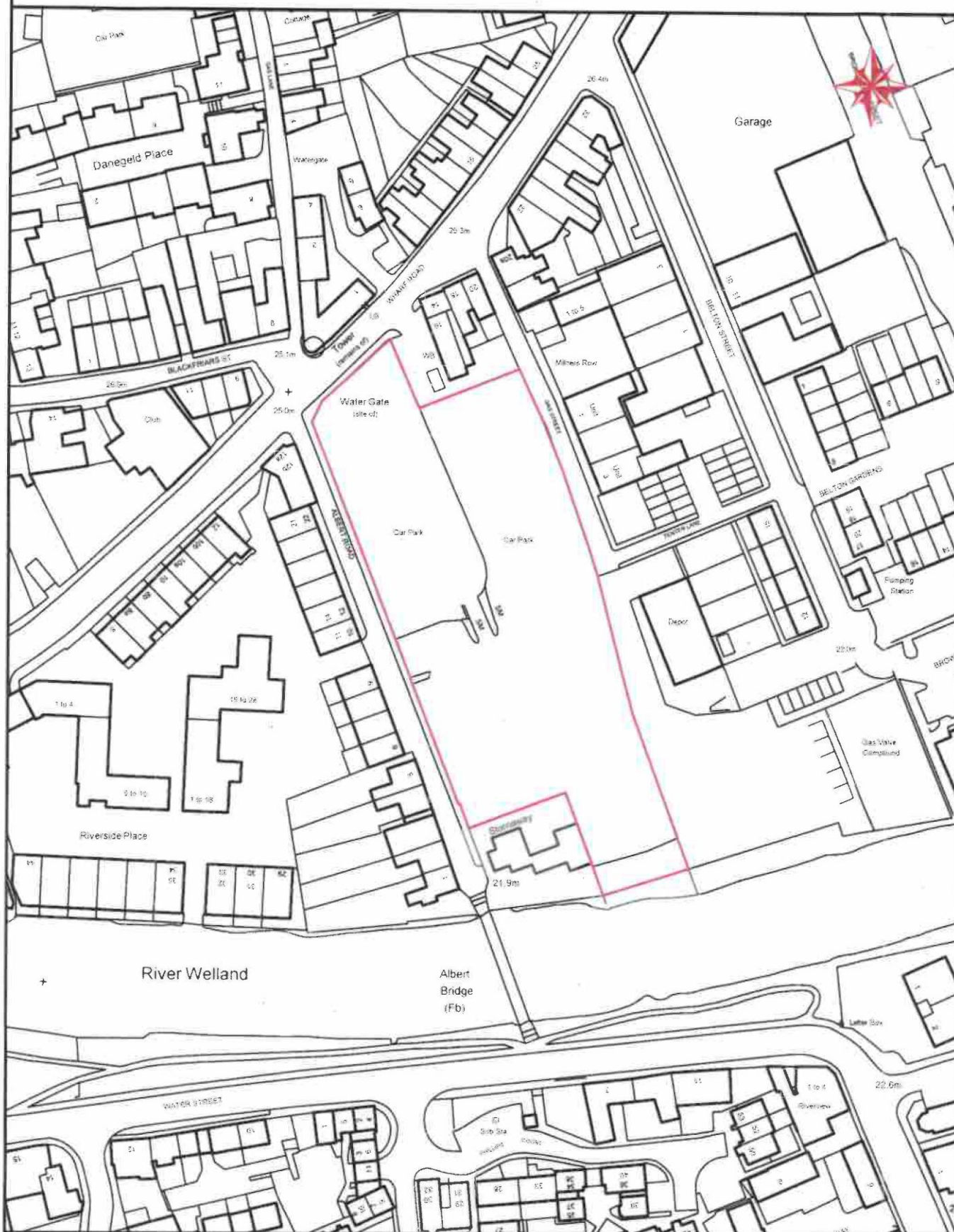
# CATTLE MARKET STAMFORD



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# WHARF ROAD STAMFORD



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# WELHAM STREET GRANTHAM



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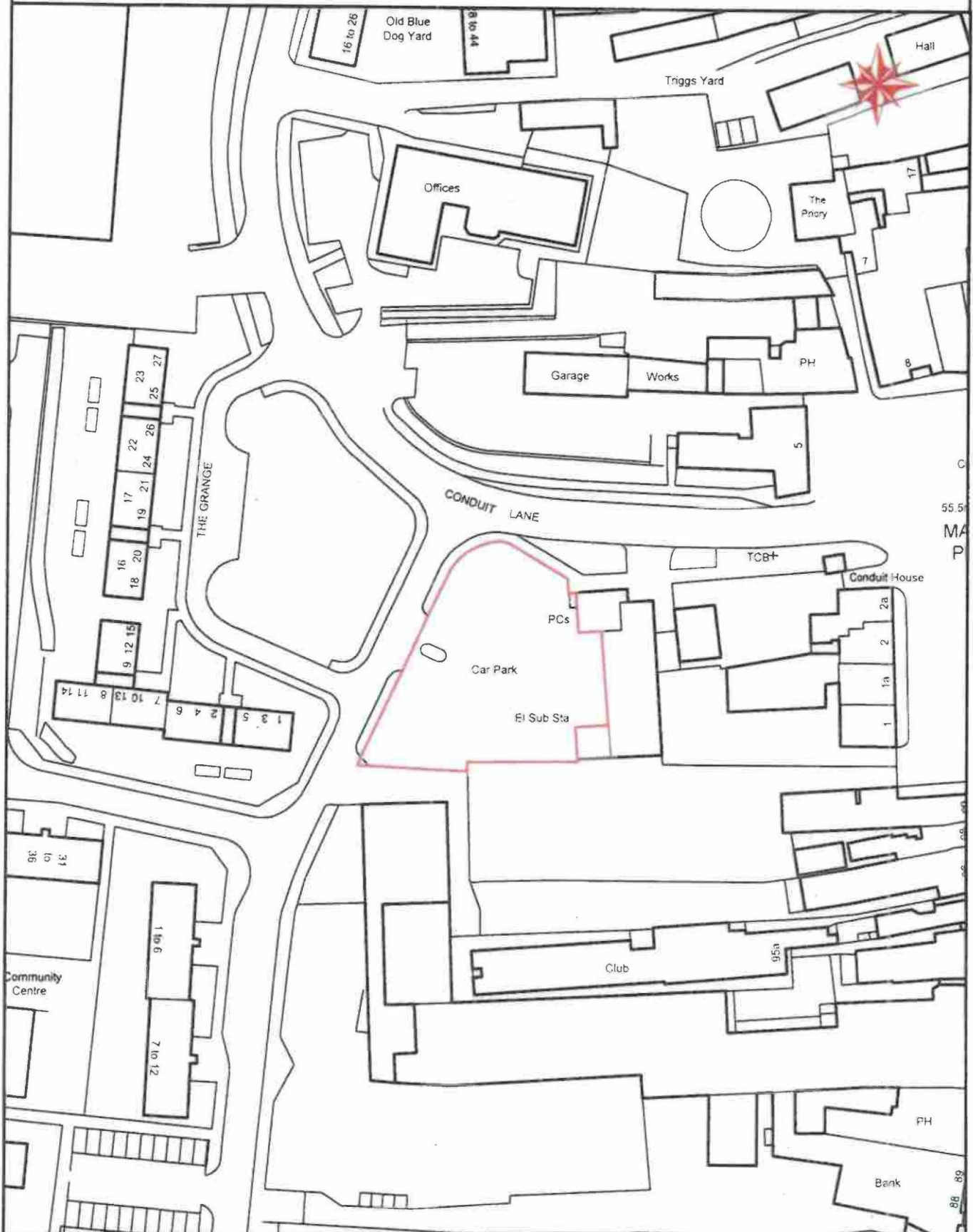
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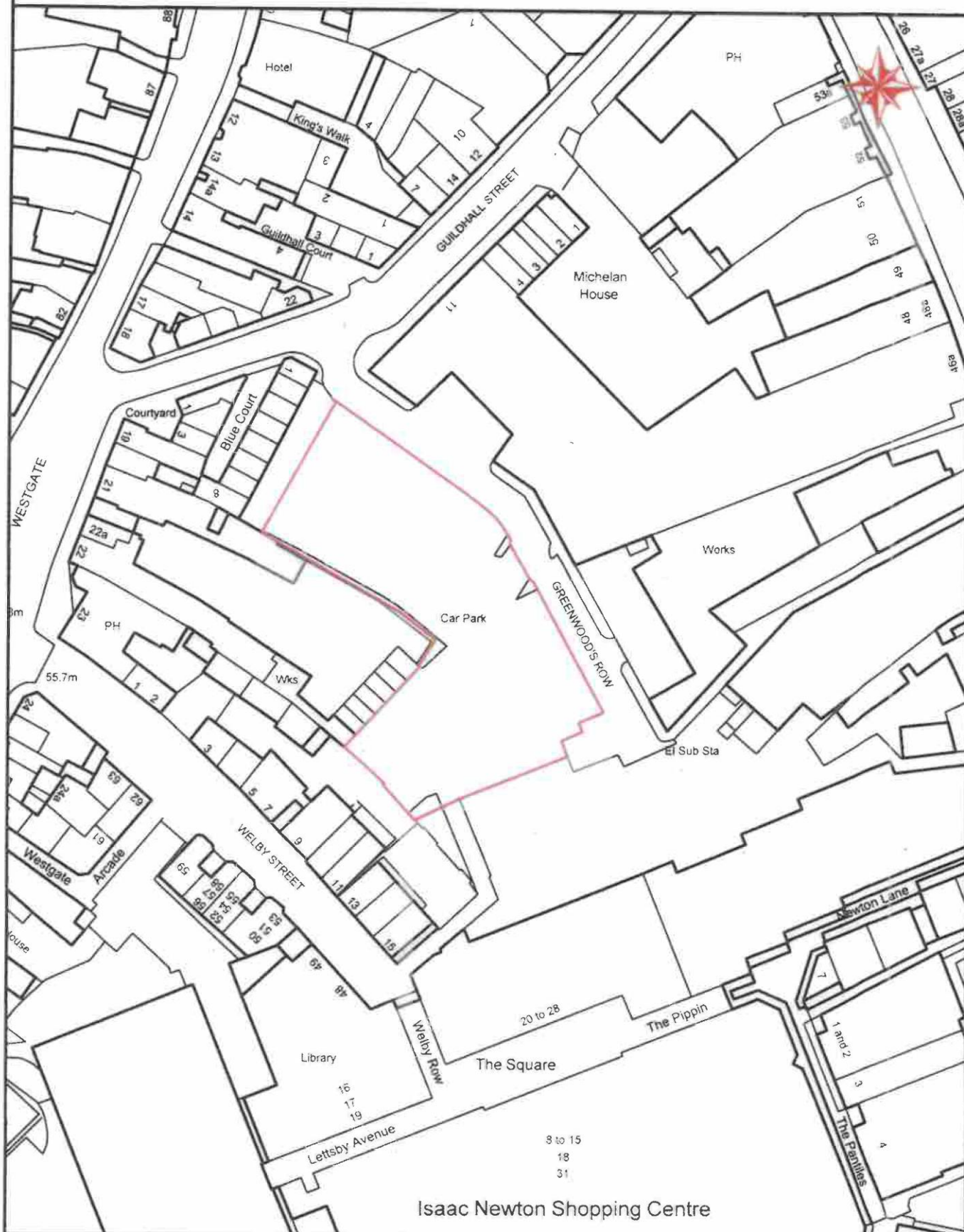
# CONDUIT LANE GRANTHAM



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# GUILDHALL STREET (GREENWOODS ROW) GRANTHAM



Isaac Newton Shopping Centre



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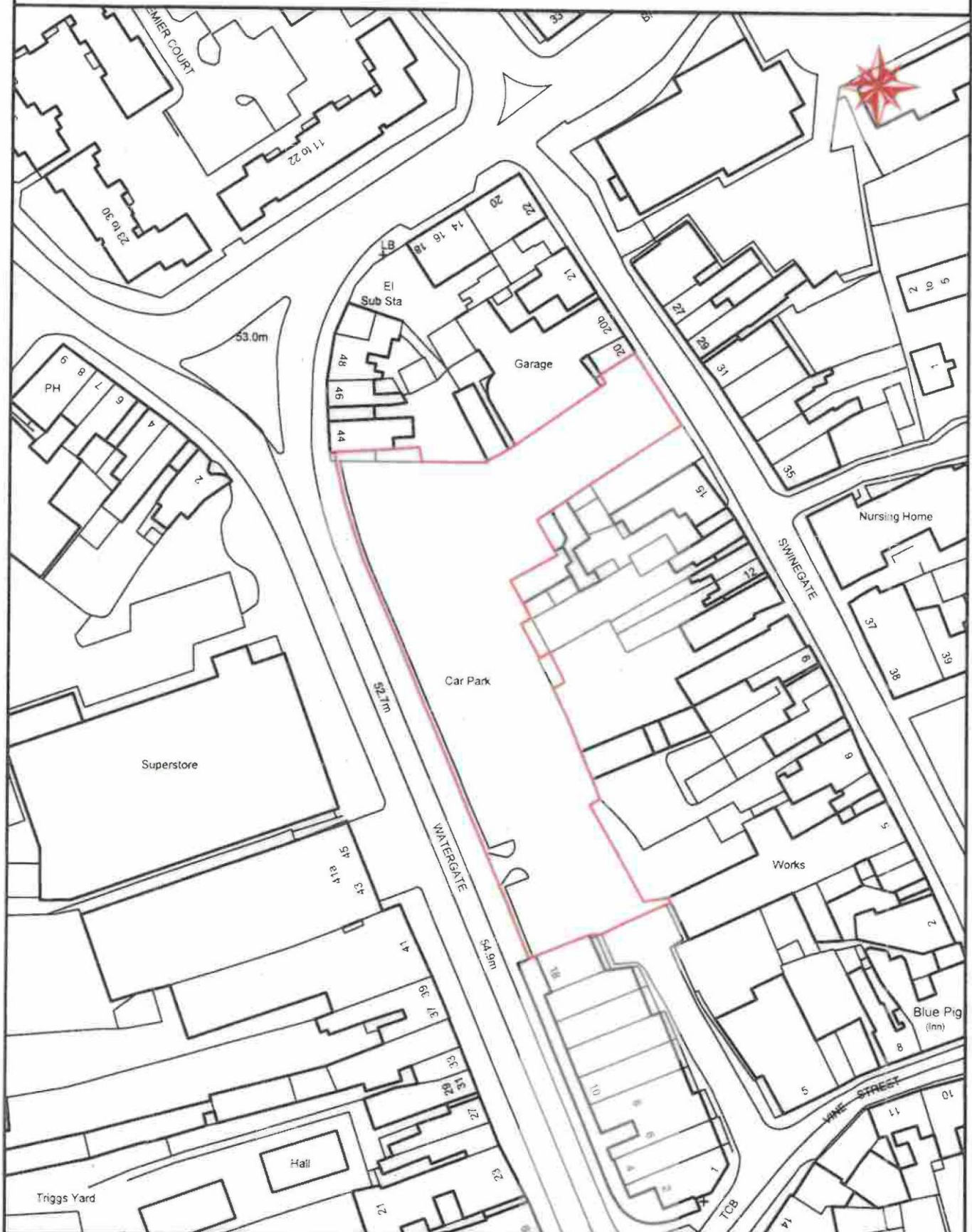
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# WATERGATE GRANTHAM



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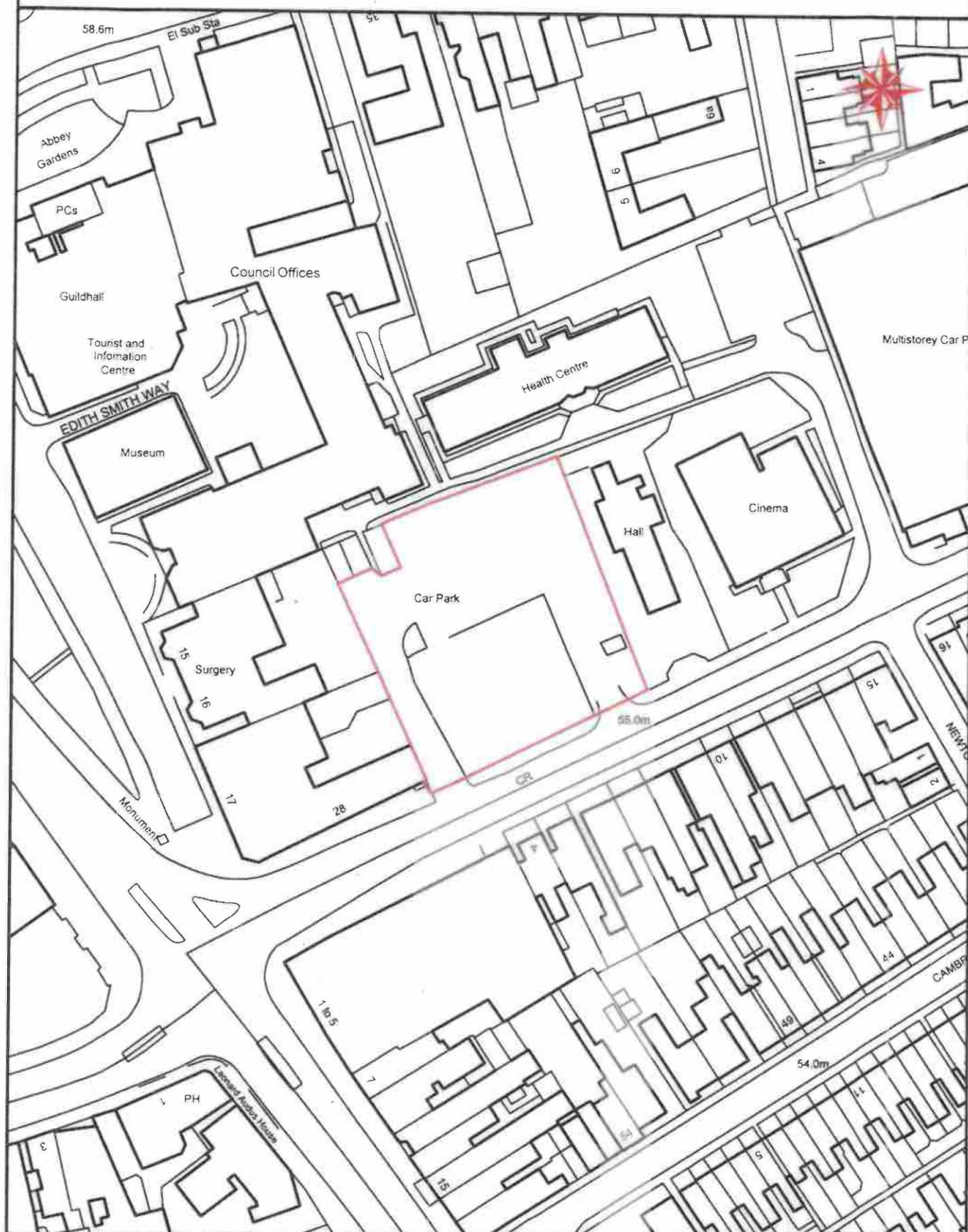
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# ST. CATHERINES ROAD GRANTHAM



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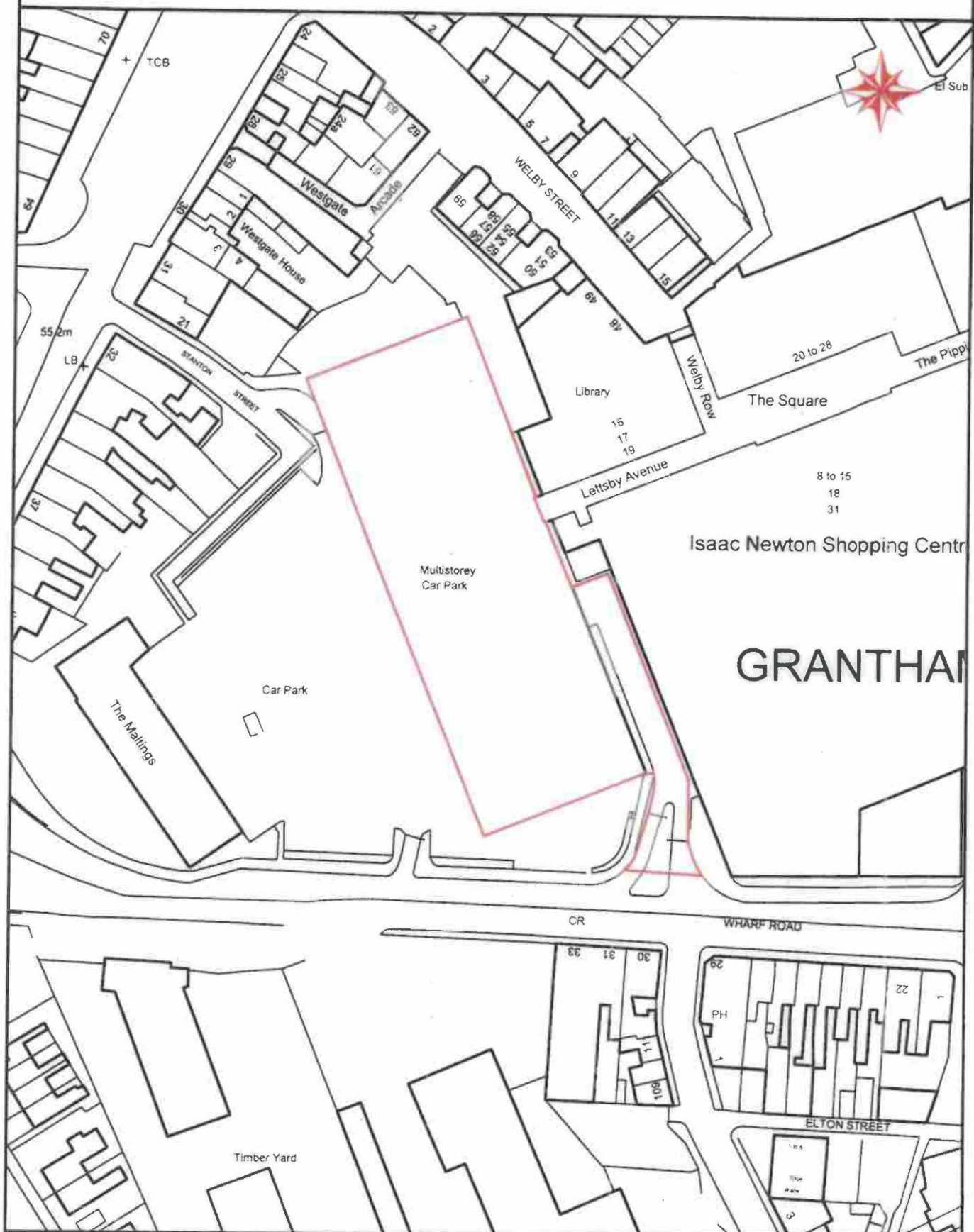
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# WHARF ROAD GRANTHAM



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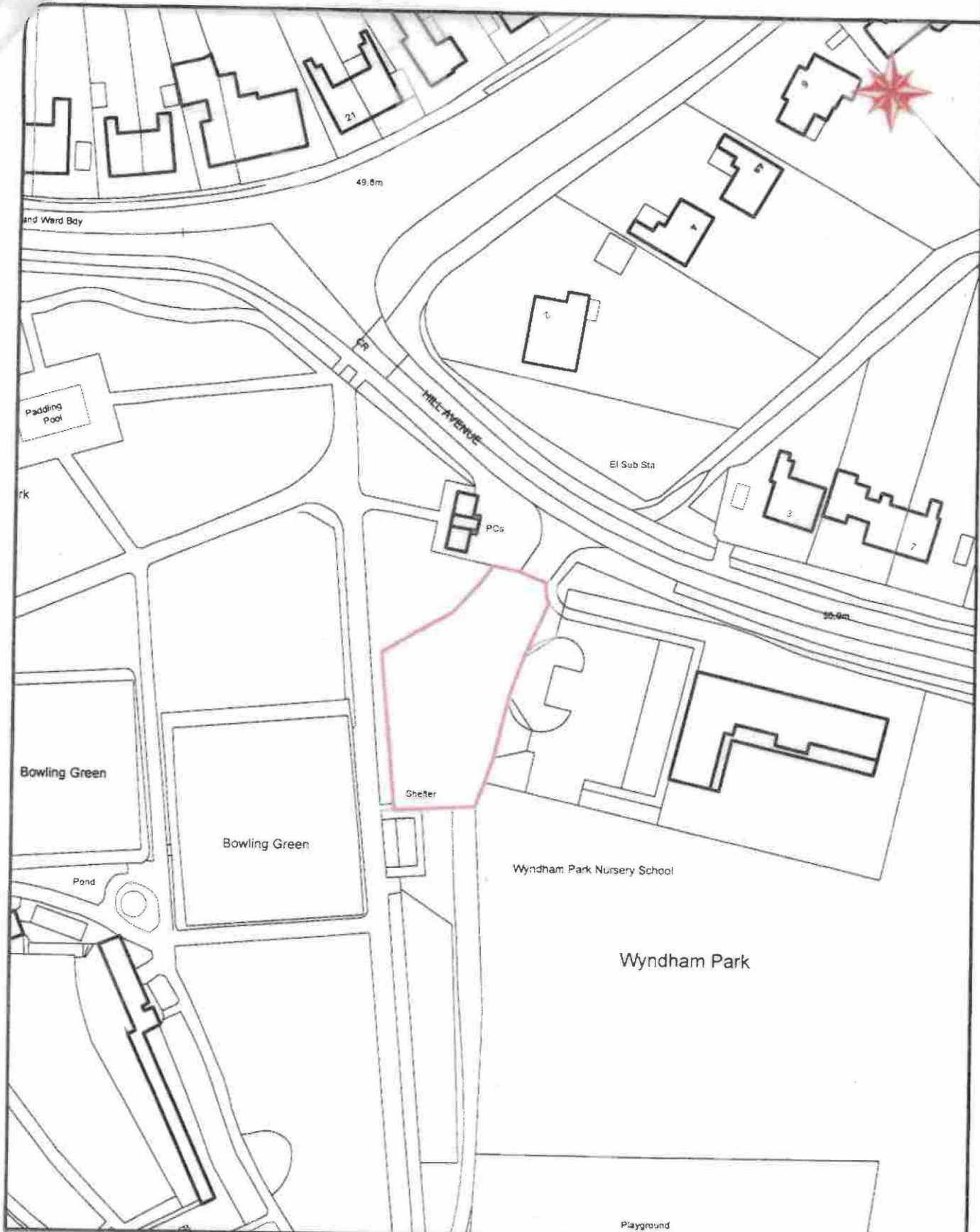
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# PLAN A



## Details

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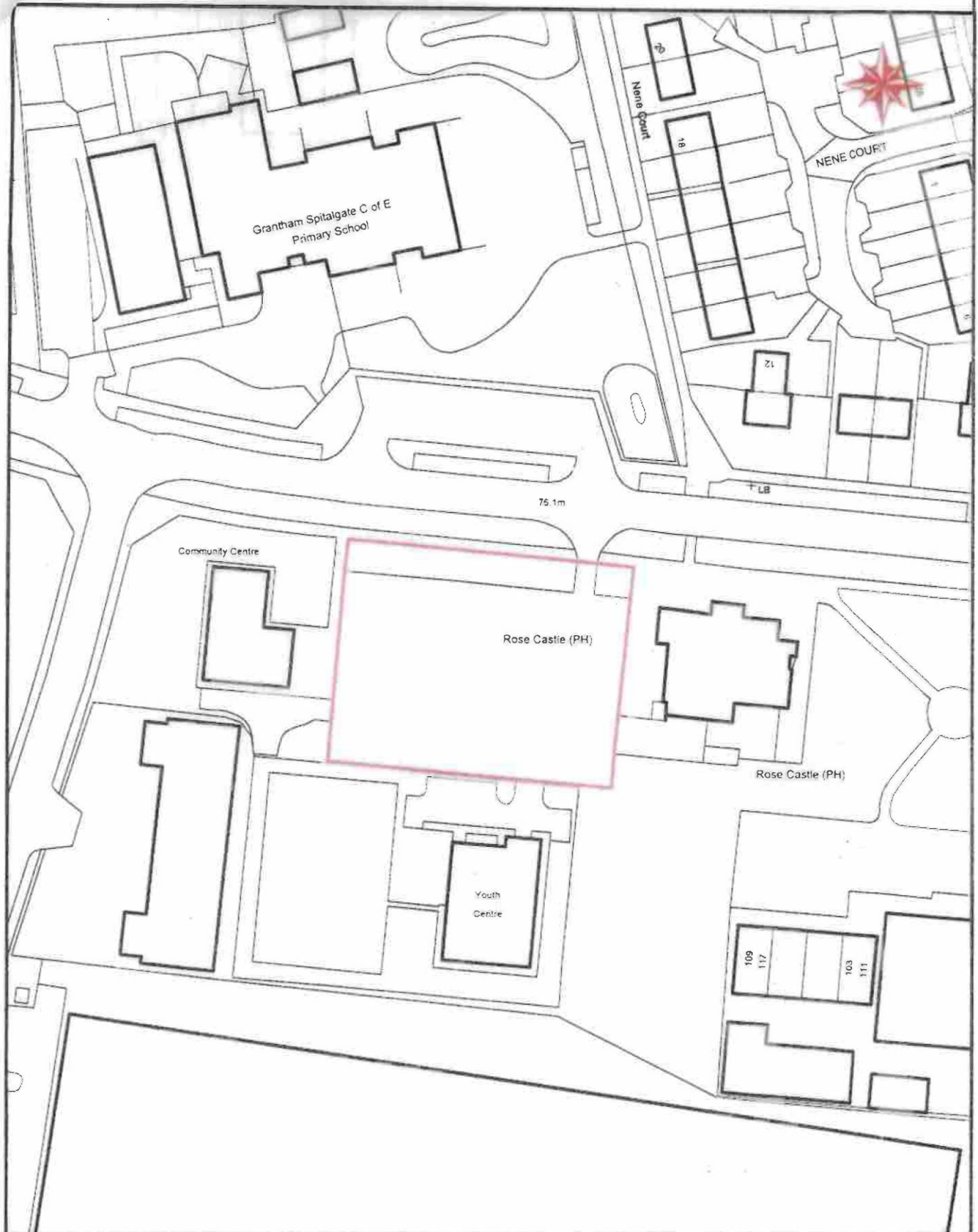
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PLAN B



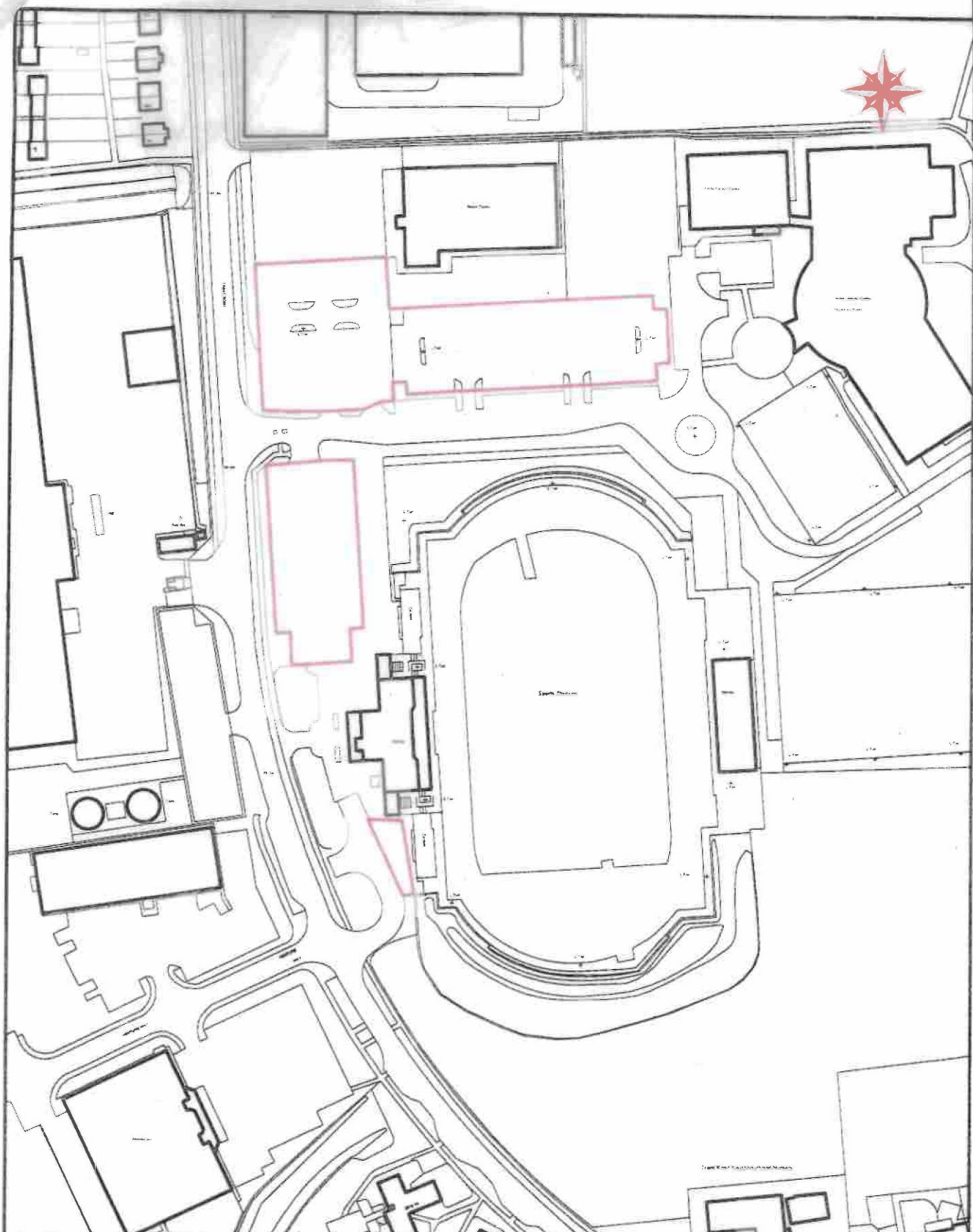


# PLAN C



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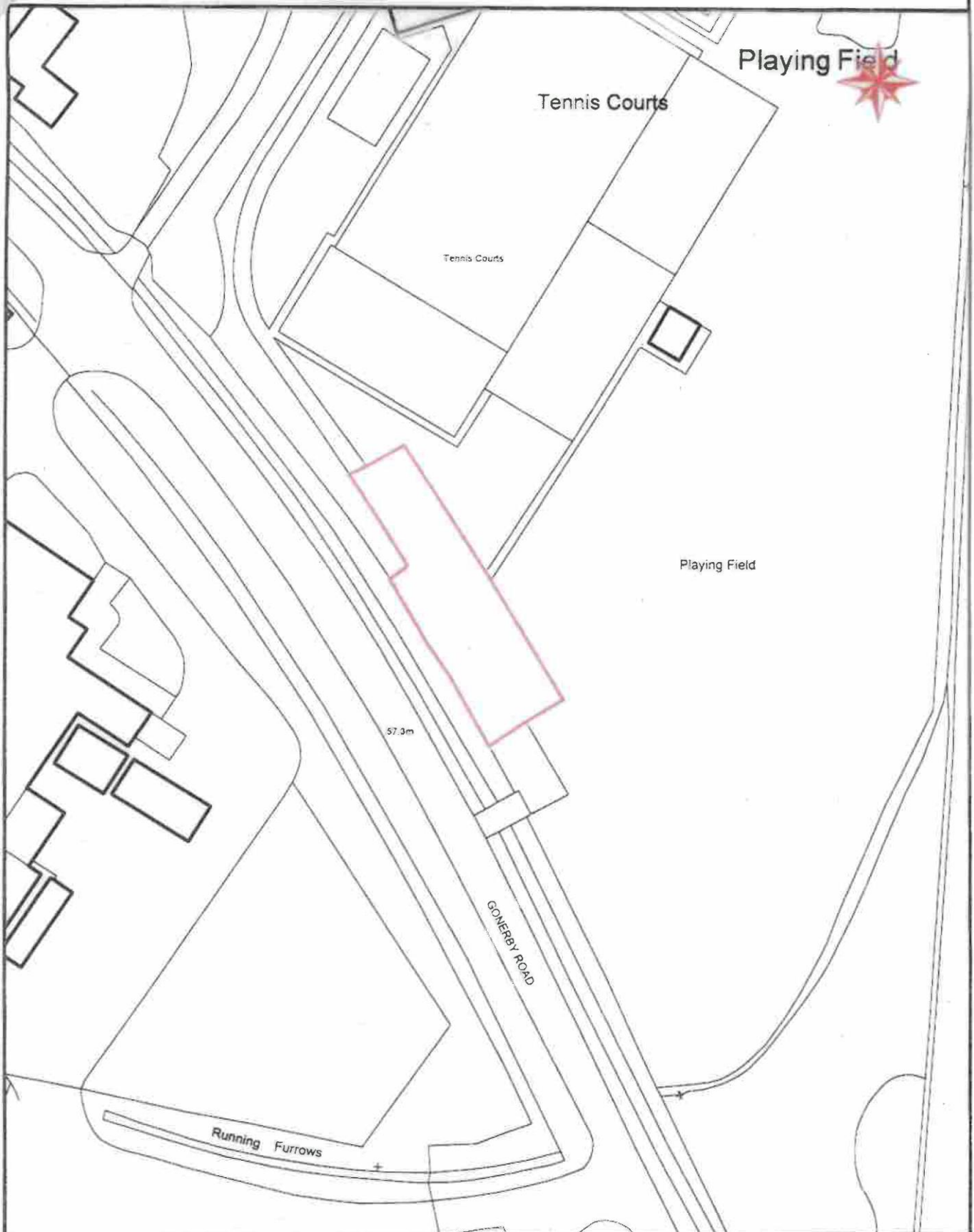
Plan D



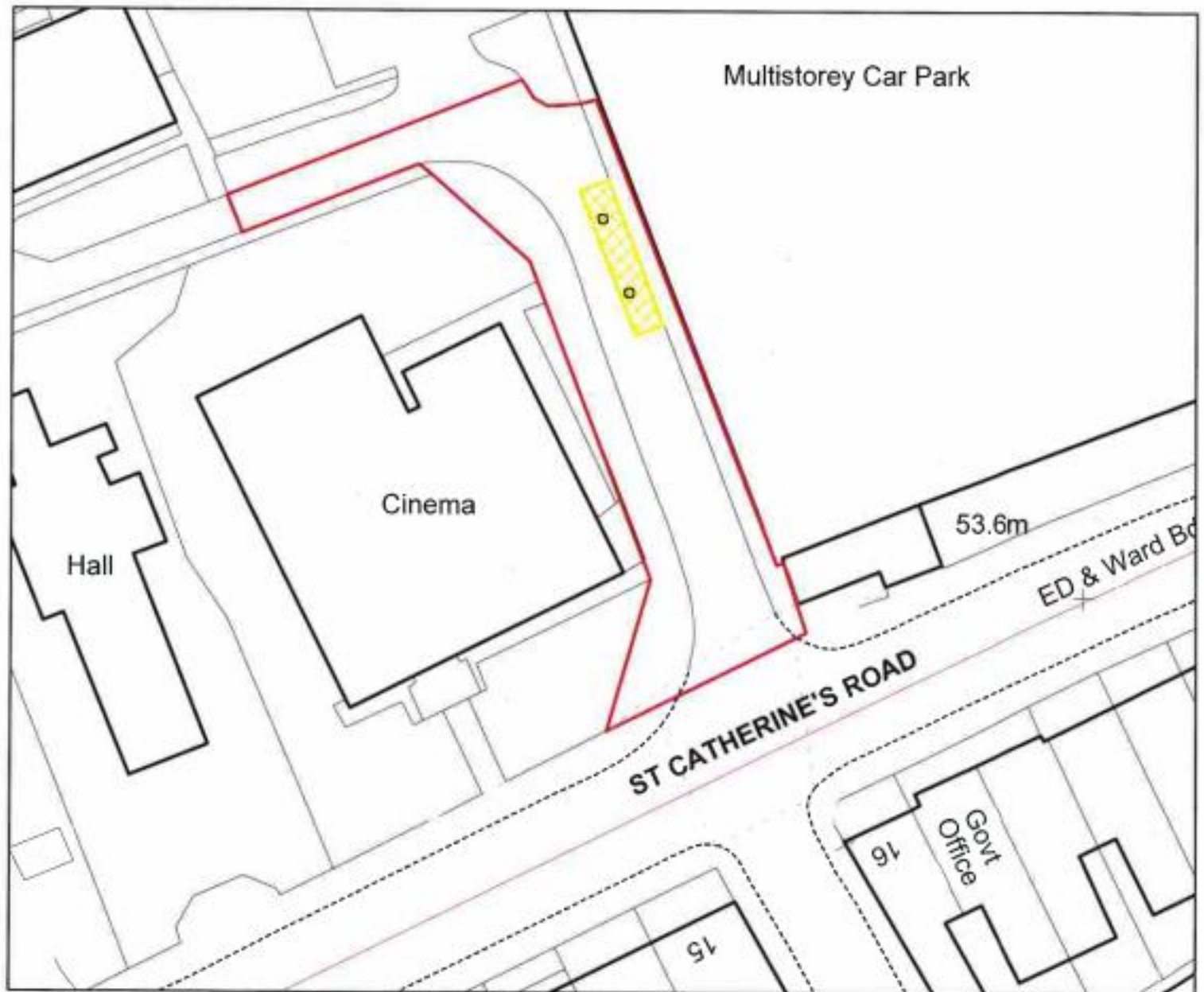
Details			Rev No.					Based on the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.
Plotting in MapInfo made easier								
Drawn by	Scale	Date						South Kenton District Council 100018612 Aligned Assets Limited Links One, Links Business Centre Old Woking Road, Old Woking Surrey, GU22 8BF <a href="http://www.aligned-assets.co.uk">www.aligned-assets.co.uk</a>
Alice Clarke	1:1000	18/01/10						
File Pathname / Project / Drawing No.								



Plan E



Details			Rev No.			Based on the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  South Kenton District Council 100018/02 Aligned Assets Limited Links One, Links Business Centre Old Woking Road, Old Woking Surrey, GU22 8BF  <a href="http://www.aligned-assets.co.uk">www.aligned-assets.co.uk</a>
Plotting in MapInfo made easier						
Drawn by	Scale	Date				
Alice Clarke	1:1000	18/01/10				
File Pathname / Project / Drawing No.						





## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>Matters referred to Cabinet by the Council or Overview and Scrutiny Committees since 29 August 2017 (LDS237)</b>

<b>Decision Proposal:</b>	Report for information
<b>Relevant Cabinet Member:</b>	Councillor Matthew Lee, The Leader of the Council
<b>Report author:</b>	Jo Toomey, Principal Democracy Officer Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a> Date: 26 September 2017
<b>Reviewed by:</b>	Julie Edwards, Elections and Democratic Services Team Leader Tel: 01476 40 60 78 E-mail: <a href="mailto:j.edwards@southketeven.gov.uk">j.edwards@southketeven.gov.uk</a> Date: 29 September 2017
<b>Signed off by:</b>	Lucy Youles, Assistant Director- Legal and Democratic. Tel: 01476 40 61 05 E-mail: <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 3 October 2017

## SUMMARY

This report highlights any matters referred to the Cabinet by the Council or the Council's overview and scrutiny committees since 29 August 2017, when the agenda for the Cabinet meeting held on 7 September 2017 was published, as set out in Appendices A to E.

## **RECOMMENDATION**

It is recommended that the Cabinet notes the contents of the report.

### **1. BACKGROUND TO REPORT**

- 1.1** Under the Executive decision-making arrangements introduced as part of the Local Government Act 2000, Councils were required to create at least one scrutiny committee.
- 1.2** South Kesteven District Council currently has five overview and scrutiny committees that hold ordinary meetings every two months to discuss items within their remit. Additional meetings may be called if and when they are required.
- 1.3** Scrutiny Committees may not make decisions but can influence them by carrying out policy development work or reviewing decisions once they have been made. They can exercise their influence by making recommendations to the Cabinet.
- 1.4** Where an overview and scrutiny committee meets after the publication of this Cabinet agenda, where there is an outstanding recommendation related to the Cabinet meeting, an addendum will be provided at the meeting of the Cabinet.
- 1.5** Since the last meeting of the Cabinet no items have been referred to it by full Council, while both the Communities and Wellbeing Overview and Scrutiny Committee and the Environment Overview and Scrutiny Committee have made recommendations to the Cabinet.

### **2. OTHER OPTIONS CONSIDERED**

- 2.1** This report has been introduced as a standing item on the agenda for meetings of the Cabinet. No other options were considered.

### **3. RESOURCE IMPLICATIONS**

- 3.1** There are no resource implications arising from this report.

### **4. RISK AND MITIGATION**

- 4.1** Risk has been considered as part of this report and no specific high risks were identified in its production.

### **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1** This report draws together the recommendations that have been made by all of the Council's overview and scrutiny committees. Where appropriate, impact analysis will be carried out as part of the development process and presented to Cabinet when it receives the final report on any topic detailed in the report.



## **6. CRIME AND DISORDER IMPLICATIONS**

**6.1** None.

## **7. COMMENTS OF FINANCIAL SERVICES**

**7.1** There are no financial comments arising from this report.

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

**8.1** This report offers the Cabinet an opportunity to consider matters which have been raised by other Members at meetings of the Council and committees that operate within the executive function of the Council.

## **9. COMMENTS OF OTHER RELEVANT SERVICES**

**9.1** None

## **10. APPENDICES**

- Appendix A: Communities and Wellbeing Overview and Scrutiny Committee
- Appendix B: Culture and Tourism Overview and Scrutiny Committee
- Appendix C: Environment Overview and Scrutiny Committee
- Appendix D: Growth Overview and Scrutiny Committee
- Appendix E: Rural Overview and Scrutiny Committee

## **11. BACKGROUND PAPERS**

**11.1** None

## Communities and Wellbeing Overview and Scrutiny Committee

The Communities and Wellbeing Overview and Scrutiny Committee met on Tuesday 5 September 2017. The paperwork for this meeting can be viewed via the following link: <http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=628&MId=3439&Ver=4>

The items discussed at that meeting and any recommendations made by the committee are summarised below.

### Revised Housing Strategy and Action Plan

Considerations:

- Report number HS2
- Early work undertaken by the policy development groups
- All-Member workshops
- Considerations of the Overview and Scrutiny Committee at its meeting on 11 July 2017
- Feedback from the Housing Strategy roundtable sessions
- Draft Housing Strategy
- Draft Action Plan
- Summary of approach to housing strategy engagement
- Issues raised by members during discussion

Recommendations:

- That Cabinet is asked to commit to a test/pilot scheme for some sort of modular housing as part of the housing strategy on land that the Council owns
- That the Communities and Wellbeing Overview and Scrutiny Committee recommends to Cabinet that the draft strategy and action plan is suitable for consultation

*[Cabinet made its decision on this issue at its meeting on 7 September 2017]*

### Private Sector Housing Renewal – Independent Living

Considerations:

- Report number ENV666 and draft Private Sector Housing Assistance Policy for Independent Living
- Considerations of the Overview and Scrutiny Committee at its meeting on 11 July 2017
- An increase in funding for disabled facilities grants and changes to the way in which it is distributed
- Statistical information on housing adaptations carried out in 2016/17

Recommendations:

- That the Communities and Wellbeing Overview and Scrutiny Committee recommends to Cabinet that the draft Private Sector Housing Assistance Policy for independent living is approved for adoption

### **Armed Forces Community Covenant**

Considerations:

- Report no 122
- The aims of the Armed Forces Community Covenant in Lincolnshire

Outcomes:

Recommendations:

- That the Communities and Wellbeing Overview and Scrutiny Committee recommends to the Cabinet Member for Communities and Wellbeing that the Council recommit to the Lincolnshire Armed Forces Community Covenant

*[This topic was the subject of an urgent non-key decision which was made by the Cabinet Member for Communities and Wellbeing on 12 September 2017]*

### **Community Cohesion**

Considerations:

- Presentation by Councillors Judy Smith and Helen Powell

Outcomes:

- A suggestion to invite a speaker to attend the Committee and talk to members about community cohesion

Recommendations:

- That the Cabinet be asked if there is any budget for work in connection with community cohesion and that any work undertaken is to be done with longevity in mind, not just for a three or five year period

### **Community Fund Grant Scheme**

Considerations:

- Report number CFM429
- An overview of the current process for receipt and determination of applications
- Feedback about the way the scheme has been running and the application process
- Guide to current criteria for the Community Fund

#### Outcomes:

- The Overview and Scrutiny Committee noted the performance of the fund having regard to the objectives set out in 2015
- That a working group be convened to look at:
  - Tailoring the application process based on financial bandings in order to “fast track” smaller schemes
  - Consider whether the criteria for assessing applications/bids as set out in appendix a to report CFM429 is still fit for purpose
  - Reaffirm the role of the Lincolnshire Community and Voluntary Service to continue to administer part of the scheme on the Council’s behalf beyond the period of the current Service Level Agreement and for the Panel to continue to make awards on behalf of the Council
  - Agree that any decision about the future funding of the scheme be addressed as part of the annual budget framework process
  - Where appropriate to make recommendations via the Communities and Wellbeing Overview and Scrutiny Committee to Cabinet on the future management, administration and funding of the Community Fund Scheme

#### Recommendations:

- That the composition of the Member Panel for determining applications should be made up of the five Overview and Scrutiny Committee Chairmen or in their absence, the Vice-Chairmen
- That in principle, if the Community Fund for 2018/19 continues, that a proportion of the funding be given to Councillors for distribution individually subject to the issue being looked at by a working group of the Communities and Wellbeing Overview and Scrutiny Committee

*[This item is currently scheduled for Cabinet decision at its meeting on 9 November 2017]*

## **Culture and Tourism Overview and Scrutiny Committee**

The Culture and Tourism Overview and Scrutiny Committee met on Thursday 14 September 2017. The paperwork for this meeting can be viewed via the following link: <http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=629&MId=3492&Ver=4>

The items discussed at that meeting and any recommendations made by the committee are summarised below.

### **Cultural Strategy**

Considerations:

- Report number SLPD012

Outcomes:

- A workshop meeting held on 14 September 2017 following the close of the Culture and Tourism Overview and Scrutiny Committee meeting
- Feedback from the workshop will form the basis of further discussion at the Culture and Tourism Overview and Scrutiny Committee's meeting on 16 November 2017

## Environment Overview and Scrutiny Committee

The Environment Overview and Scrutiny Committee met on Tuesday 26 September 2017. The paperwork for this meeting can be viewed via the following link:

<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=630&MId=3486&Ver=4>

The items discussed at that meeting and any recommendations made by the committee are summarised below.

### Big Clean Update

Considerations:

- Report number ENV670
- Budget information circulated during the meeting
- An overview of feedback received

Outcomes:

- The Committee noted the positive progress to date and supported future work to develop a South Kesteven Street Standards based on the lessons learned from the Big Clean Project

### Dog Fouling

Considerations:

- Report ENV665
- The number of incidences reported to South Kesteven District Council
- Feedback from a small survey of parish councils on the frequency with which the subject was raised
- Changes in legislation meaning that from October 2017 Dog Control Orders will be replaced with Public Spaces Protection Orders
- An overview of the Council's current response

Recommendations:

- The Environment Overview and Scrutiny Committee recommends that the Cabinet look at the following courses of action in relation to dog fouling but that the priority of the Cabinet should be numbers 1 and 2 as noted below:
  1. To increase the number of bins at hot spot locations.
  2. To introduce a new public space protection order for the whole of South Kesteven to require dog walkers to have with them a receptacle to pick up dog waste and if they fail to produce one on request to receive a fixed penalty notice.

3. National initiatives – Sign up to Keep Britain Tidy and take part in their national campaigns.
4. Local initiatives – free dog poo bags, school involvement, spray paint stencils. These have all had limited success in other areas but ultimately the responsibility lies with the dog owner.
5. Continue as is, target patrols based on local intelligence, encourage reporters to provide details of offenders and progress on this basis.
6. Maintain education – signage, letters, leaflets etc.
7. Positive media to remind/educate – this has worked particularly well with success we have had with fly tipping and littering with significant public support.
8. To review current enforcement programme in order to provide an increased enforcement regime, aiming for this to be either cost neutral or generate an income stream from FPN income. In order for this to be a realistic and viable option for an external provider this would also include other offences where a FPN would apply such as littering.
9. Review the existing dog control orders and modify within accordingly within the new legislation with fines set at a level to maximise income and deter offenders.
10. Maintain a watching brief on those Authorities what have implemented a requirement for all dog owners within their area to register their dogs DNA on a local authority data base.

## **Street Littering Enforcement**

### **Considerations:**

- Report ENV668
- Possible enforcement options to address street littering
- Practice used by other local authorities

### **Recommendations:**

- The Environment Overview and Scrutiny Committee recommends to Cabinet the following:
  1. To explore the options in detail for the engagement of an external company or third party to issue fixed penalty notices for littering and other associated environmental offences throughout the District
  2. That collaborative options with other Councils are explored
  3. To review in house options for enforcement

## **Trade Waste**

### **Considerations:**

- A verbal update was given on trade waste

## Growth Overview and Scrutiny Committee

The Growth Overview and Scrutiny Committee is next scheduled to meet on Wednesday 4 October 2017. The paperwork for this meeting can be viewed via the following link:

<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=631&MId=3445&Ver=4>



## Rural Overview and Scrutiny Committee

The Rural Overview and Scrutiny Committee is scheduled to meet on Wednesday 27 September 2017. The paperwork for this meeting can be viewed via the following link: <http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=632&MId=3515&Ver=4>

The items discussed at that meeting and any recommendations made by the committee are summarised below.

### **Broadband Delivery UK (BDUK): Broadband rollout**

Considerations:

- Presentation from Steve Brookes (BDUK)
- Current position of the Lincolnshire Broadband Programme
- The status of the Lincolnshire Broadband Programme in South Kesteven
- The future of the Lincolnshire Broadband Programme

### **Housing in Rural Areas**

Considerations:

- Report BMH123
- Proposed workplan listing topics for scrutiny associated with housing in rural areas
- Feedback from two housing summits
- Work being undertaken on the review of the homelessness strategy

Outcomes:

- The Committee adopted the work programme presented in BMH123
- That a joint meeting should be held with the Communities and Wellbeing Overview and Scrutiny Committee to consider the issues related to rural housing, specifically social housing in rural areas

### **Feedback from the Rural Town Planning Institute Conference**

Considerations:

- Verbal update feeding back from the Rural Town Planning Institute Conference

### **Work Programme**

Recommendation

- The Committee requested that health and wellbeing be included within the remit of the Rural Overview and Scrutiny Committee



## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>Decisions taken by individual Cabinet Members (LDS238)</b>

<b>Decision Proposal:</b>	Report for information
<b>Relevant Cabinet Member:</b>	Councillor Matthew Lee, The Leader of the Council
<b>Report author:</b>	Jo Toomey, Principal Democracy Officer Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a> Date: 20 September 2017
<b>Reviewed by:</b>	Julie Edwards, Elections and Democratic Services Team Leader Tel: 01476 40 60 78 E-mail: <a href="mailto:j.edwards@southkesteven.gov.uk">j.edwards@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Signed off by:</b>	Lucy Youles, Assistant Director Legal and Democratic. Tel: 01476 40 61 05 E-mail: <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 3 October 2017

### SUMMARY

This report provides an overview of decisions taken by individual Cabinet members since the last meeting of the Cabinet held on 7 September 2017.

## RECOMMENDATION

It is recommended that the Cabinet notes the decisions taken by individual Cabinet Members in the period since the last Cabinet meeting held on 7 September 2017.

### 1. BACKGROUND TO REPORT

- 1.1 Under the strong Leader model of governance the Leader can allocate decision-making power to the Cabinet and individual Cabinet members. Decisions of the Cabinet will be made during Cabinet meetings while individual Cabinet members may make decisions at any time in accordance with the relevant regulations.
- 1.2 All of the decisions made by individual Cabinet members since the Cabinet last met are attached as appendices to this report. Both the report on which the decision was based and the decision notice are attached.
- 1.3 Since the Cabinet met on Thursday 7 September 2017 the following decisions have been made:
  - **Use of Section 106 Agreement Open Space Funds**  
Non-key decision taken by the Cabinet Member for Environment on 14 September 2017  
Date decision effective: 23 September 2017  
Report SEG052 and decision notice attached as appendix A
  - **Agreement of the Draft Housing Strategy and Action Plan for consultation**  
Urgent non-key decision taken by the Cabinet Member for Communities and Wellbeing on 12 September 2017  
Date decision effective: 12 September 2017  
Report HS4 and decision notice attached as appendix B
  - **Armed Forces Community Covenant**  
Urgent non-key decision taken by the Cabinet Member for Communities and Wellbeing on 12 September 2017  
Date decision effective: 12 September 2017  
Report BMH124 and decision notice attached as appendix C
  - **Discretionary Rate Relief Scheme**  
Non-key decision taken by the Cabinet Member for Retail and Visitor Economy on 28 September 2017  
Date decision effective: 7 October 2017  
Report CFM437 and decision notice attached as appendix D
  - **Colsterworth and Skillington Neighbourhood Plan – Correction of Minor Error**  
Non-key decision scheduled to be taken by the Cabinet member for Economy and Development on 2 October 2017  
Date decision effective: 11 October 2017  
Report SEG54 attached as appendix E

- 1.4 At each Cabinet meeting, members will be updated on any individual Cabinet member decisions made after the publication of the agenda.

## **2. OTHER OPTIONS CONSIDERED**

- 2.1 This report has been introduced as a standing item on the agenda for meetings of the Cabinet. Information on the individual Cabinet Member decisions taken during the period covered by this report will be published as part of the agenda for the next full Council meeting. No other options were considered.

## **3. RESOURCE IMPLICATIONS**

- 3.1 There are no resource implications arising from this report.

## **4. RISK AND MITIGATION**

- 4.1 Risk has been considered as part of this report and no specific high risks were identified in the production of this report.

## **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1 This report provides an overview of decisions that have been made. Where appropriate impact analysis will have been undertaken on the reports on which decisions are based.

## **6. CRIME AND DISORDER IMPLICATIONS**

- 6.1 None

## **7. COMMENTS OF FINANCIAL SERVICES**

- 7.1 There are no financial comments arising from this report.

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

- 8.1 The provisions relating to the Cabinet, its Members and delegations by the Leader are as set out at Article 8 of the Constitution. The Strong Leader and Cabinet model to carry out executive functions was adopted by the Council in accordance with the Local Government and Public Involvement in Health Act 2007 and the Local Democracy, Economic Regeneration and Construction Act 2009

## **9. COMMENTS OF OTHER RELEVANT SERVICES**

- 9.1 None

## **10. APPENDICES**

- Appendix A: Use of Section 106 Agreement Open Space Funds

- Appendix B: Agreement of the draft Housing Strategy and Action Plan for consultation
- Appendix C: Armed Forces Community Covenant
- Appendix D: Discretionary Rate Relief Scheme
- Appendix E: Colsterworth and Skillington Neighbourhood Plan – Correction of Minor Error

## **11. BACKGROUND PAPERS**

11.1 None; relevant background papers are listed on the report for each decision.

## NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Dr Peter Moseley  
Cabinet Member for Environment

REPORT AUTHOR: Phil Jordan

REPORT NO. SEG052

DATE: 04-09-2017

<b>SUBJECT OF NON KEY DECISION:</b>	<b>Use of Section 106 Agreement Open Space Funds</b>
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<b>CABINET MEMBER REMIT:</b>	Cabinet Member for Environment	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	It is considered that the impact of this decision will not result in any significant crime and disorder implications.	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> via your Council and Democracy link	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  <b>No</b>	<b>Full impact assessment required?</b>  <b>A full assessment is not required as SKDC will not be delivering the project. The equality aspects of the project are to be considered by Stamford Town Council</b>
<b>BACKGROUND PAPERS:</b>	S13/0150 Section 106 Agreement S13/2586 Section 106 Agreement	

### (1) PURPOSE OF REPORT

To seek approval from the Cabinet Member for Environment to contribute Section 106 funds to Stamford Town Council towards projects to improve play facilities at Stamford Recreation Ground.

## **(2) RECOMMENDATION(S)**

To contribute £36,300.40 of Section 106 funds to Stamford Town Council towards the total costs of the following projects to improve play facilities at Stamford Recreation Ground:

- 1 - Fencing around the grass tennis courts and bowling green;
- 2 - Extension to the Shack building;
- 3 - Outdoor play equipment for all abilities.

This is subject to Stamford Town Council providing written confirmation that the additional £33,384.60 match funding that they will provide towards the total project costs is in place.

## **(3) REASONS FOR RECOMMENDATION(S)**

The Section 106 funding towards these projects was secured from two developments at Belvoir Close, Stamford.

S13/0150 was a development for 15 dwellings that was conditionally approved on 5 September 2013. The Section 106 Agreement for this development included a contribution of £30,521.00 (index linked) towards “the cost of the provision of informal/ natural open space or the provision or enhancement or upgrade of existing play facilities in Stamford”.

S13/2586 was a development for 7 dwellings that was conditionally approved on 17 January 2014. The Section 106 Agreement for this development included a contribution of £14,715.00 (index linked) towards “the cost of the provision of informal/ natural open space or the provision or enhancement or upgrade of existing play facilities in Stamford”.

When index linked £31,335.70 and £14,964.70 respectively was paid by Linden Homes on 28 November 2014. £10,000 of these funds has been allocated to the play facilities as part of the SKDC development off Lincoln Road, Stamford.

These Section 106 funds are time limited and these are subject to expiration on 28 November 2019. All of the funds to be expended comply with the section 106 agreements or have the agreement for expenditure from the developer.

Stamford Town Council has requested that the remaining £36,300.40 of these funds be allocated as match funding towards the following projects to improve play facilities at the Stamford Recreation Ground:

- 1 - Fencing around the grass tennis courts and bowling green;
- 2- Extension to the Shack building (a Youth Centre on the Recreation Ground owned by Stamford Town Council);
- 3- Outdoor play equipment for all abilities.

Stamford Town Council has had quotations to carry out the above projects as follows:

- 1 - Fencing around the grass tennis courts and bowling green (£14,150.00);
- 2 - Extension to the Shack building (£10,440.00);
- 3 - Outdoor play equipment for all abilities (£45,095.00).

Stamford Town Council have indicated that their priority is to fund the first two projects (fencing and Shack building extension) with the match funding for the total project costs (£33,384.60) coming from grant funding and allocated budget resources.

The use of this Section 106 funding towards these improvements on Stamford Recreation Ground will provide new and enhance existing facilities for “play” within Stamford and is therefore appropriate to the wording in the legal agreements.

Comments from Venues and Facilities - Whilst we have several play areas that could also benefit from the 106 funding it is sensible that on this occasion the funding is directed towards the Recreation Ground as there is match funding and significant overall Community benefit which fits with our own ambitions.

#### **(4) COMMENTS FROM FINANCIAL SERVICES**

S106 funds are available, relating to the planning references cited above to cover this project.

#### **(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES**

Any decision to allocate section 106 monies must be in accordance within the terms of the section 106 Agreement. Any procurement must be in accordance with the relevant authority's contract procedure rules.

#### **(6) OFFICER CONTACT**

Paul Thomas  
Executive Manager, Development & Growth  
Ext 6162  
[p.thomas@southkesteven.gov.uk](mailto:p.thomas@southkesteven.gov.uk)

#### **(7) DATE DECISION EFFECTIVE:**

**If decision taken on 14th September date effective will be 23rd September 2017**





## **CABINET MEMBER DECISION**

### **Decision:**

**That approval is granted to contribute £36,300.40 of Section 106 funds to Stamford Town Council towards the total costs of the following projects to improve play facilities at Stamford Recreation Ground:**

- 1 - Fencing around the grass tennis courts and bowling green;**
- 2 - Extension to the Shack building;**
- 3 - Outdoor play equipment for all abilities.**

**This is subject to Stamford Town Council providing written confirmation that the additional £33,384.60 match funding that they will provide towards the total project costs is in place.**

### **(1) Details of Decision**

To seek approval to contribute Section 106 funds to Stamford Town Council towards projects to improve play facilities at Stamford Recreation Ground.

### **(2) Considerations/Evidence**

The Section 106 funding towards these projects was secured from two developments at Belvoir Close, Stamford.

S13/0150 was a development for 15 dwellings that was conditionally approved on 5 September 2013. The Section 106 Agreement for this development included a contribution of £30,521.00 (index linked) towards "the cost of the provision of informal/ natural open space or the provision or enhancement or upgrade of existing play facilities in Stamford".

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### **(3) Reasons for Decision:**

When index linked £31,335.70 and £14,964.70 respectively was paid by Linden Homes on 28 November 2014. £10,000 of these funds has been allocated to the play facilities as part of the SKDC development off Lincoln

Road, Stamford.

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Stamford Town Council have indicated that their priority is to fund the first two projects (fencing and Shack building extension) with the match funding for the total project costs (£33,384.60) coming from grant funding and allocated budget resources.

The use of this Section 106 funding towards these improvements on Stamford Recreation Ground will provide new and enhance existing facilities for “play” within Stamford and is therefore appropriate to the wording in the legal agreements.

Comments from Venues and Facilities - Whilst we have several play areas that could also benefit from the 106 funding it is sensible that on this occasion the funding is directed towards the Recreation Ground as there is match funding and significant overall Community benefit which fits with our own ambitions.

### **Conflicts of Interest**

**(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).**

NONE

## **Dispensations**

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

NONE

## **Decision taken by:**

Name: Councillor Dr Peter Moseley  
Cabinet Member for Environment

**Date of Decision: 14 September 2017**

**Date of Publication of Record of Decision: 15 September 2017**

**Date decision effective** (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

**23 September 2017**

## URGENT NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Nick Neilson  
Cabinet Member for Communities and Well-being

REPORT AUTHOR: Paul Thomas  
Assistant Director for Growth and Development  
[p.thomas@southkesteven.gov.uk](mailto:p.thomas@southkesteven.gov.uk)  
01476 406162

REPORT NO. HS4

DATE: 12<sup>th</sup> September 2017

<b>SUBJECT OF NON KEY DECISION:</b>	<b>Agreement of the draft Housing Strategy and Action Plan for wider consultation</b>
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<b>CABINET MEMBER REMIT:</b>	Communities and Well-being	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	None	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> via your Council and Democracy link	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  <b>Yes</b>	<b>Full impact assessment required?</b>  <b>No</b>
<b>BACKGROUND PAPERS:</b>	Report HS1: South Kesteven District Council's Housing Strategy, report to Communities and Wellbeing Overview and Scrutiny Committee, 11 <sup>th</sup> July 2017.  <a href="http://moderngov.southkesteven.gov.uk/documents/s18222/Housing%20Strategy%20Report%20for%20Community%20OSC">http://moderngov.southkesteven.gov.uk/documents/s18222/Housing%20Strategy%20Report%20for%20Community%20OSC</a>	

	<p><a href="#">%20110717%20FINALdocx.pdf</a></p> <p>Report HS2: South Kesteven District Council's Housing Strategy, report to Communities and Wellbeing Overview and Scrutiny Committee, 5<sup>th</sup> September 2017.</p> <p><a href="http://moderngov.southkesteven.gov.uk/documents/s18367/HS2HousingStrategyReportCommunitiesOSC050917v3.pdf">http://moderngov.southkesteven.gov.uk/documents/s18367/HS2HousingStrategyReportCommunitiesOSC050917v3.pdf</a></p> <p>Report HS3: South Kesteven District Council's Draft Housing Strategy, report to Cabinet, 7<sup>th</sup> September 2017</p> <p><a href="http://moderngov.southkesteven.gov.uk/documents/s18377/HS3.pdf">http://moderngov.southkesteven.gov.uk/documents/s18377/HS3.pdf</a></p>
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## **1. PURPOSE OF REPORT**

To confirm that the attached draft Housing Strategy and draft Action Plan should be published for wider consultation following comments made during the overview and scrutiny process and following approval by Cabinet on 7 September 2017, which was conditional on a number of minor amendments.

## **2. RECOMMENDATION(S)**

- 2.1. That the draft Housing Strategy and draft Action Plan be published for wider consultation for a period of 6 weeks from the 14<sup>th</sup> September 2017 to 26<sup>th</sup> October 2017.

## **3. REASONS FOR RECOMMENDATION(S)** **(including any alternative options considered and rejected)**

- 3.1. The current Housing Strategy for South Kesteven lasts up to 2018.
- 3.2. Two Housing Summits were held at the start of the year to consider the changing national housing environment, as well as the specific challenges facing the South Kesteven housing market.
- 3.3. A key challenge is the decline in the number of new homes being constructed against a growing and ageing population.
- 3.4. The Communities and Wellbeing Overview and Scrutiny Committee considered the contents of the draft Housing Strategy (HS1) on the 11<sup>th</sup> July and endorsed a series of roundtables with key sectors of the housing industry.
- 3.5. A series of five housing roundtable discussions were held between 17<sup>th</sup> and 31<sup>st</sup> July, involving Developers, Registered Providers, Other Local Authorities, Landowners and Landlords.

3.6. The Communities and Wellbeing Overview and Scrutiny Committee considered a second draft of the Housing Strategy (HS2) on 5<sup>th</sup> September 2017 and recommended that draft for wider consultation.

3.7. Report HS3 was considered by Cabinet on the 7<sup>th</sup> September.

3.8. In the run up to Cabinet, and during its meeting on the 7<sup>th</sup> September, Cabinet Members and those other Members in attendance provided comments on the Housing Strategy. Cabinet approved the draft Strategy subject to a number of minor amendments which have subsequently been included.

#### **4. COMMENTS FROM FINANCIAL SERVICES**

4.1. The direct financial implications of developing and adopting the strategy will be met from existing budgets. Longer term there may be more significant financial considerations specifically for the Council as a social landlord where it would seek to support the delivery of specific outcomes. These options will be considered in due course and incorporated into future budget setting proposals

#### **5. COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES**

5.1. Since the repeal of section 87 of the Local Government Act 2003 on 26 May 2015 there has been neither a statutory or regulatory provision imposing a requirement to have a Housing Strategy, however, it is nevertheless recognised as best practice to do so.

5.2. An initial Equality Impact Analysis has been carried out and we have identified that the Housing Strategy will have a positive impact on older persons and people with disabilities. At this stage, we do not know the full extent of this impact. We will, therefore, actively seek to directly consult with these identified groups through the consultation process.

#### **6. APPENDICES**

Appendix 1: Draft Housing Strategy for wider consultation

Appendix 2: Draft Action Plan for wider consultation

Appendix 3: Equality Impact (initial assessment)

#### **7. OFFICER CONTACT**

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01476 406162

**DATE DECISION EFFECTIVE:**

**12 September 2017**



# **URGENT CABINET MEMBER DECISION**

## **Decision:**

**That approval is given for the draft Housing Strategy and draft Action Plan to be published for wider consultation for a period of 6 weeks from the 14<sup>th</sup> September 2017.**

### **(1) Details of Decision**

To seek approval for the draft Housing Strategy and draft Action Plan to be published for wider consultation following comments received preceding and at Cabinet on 7<sup>th</sup> September 2017.

### **(2) Considerations/Evidence**

Since the repeal of section 87 of the Local Government Act 2003 on 26 May 2015 there has been neither a statutory or regulatory provision imposing a requirement to have a Housing Strategy, however, it is nevertheless recognised as best practice to do so.

An initial Equality Impact Analysis has been carried out and we have identified that the Housing Strategy will have a positive impact on older persons and people with disabilities. At this stage, we do not know the full extent of this impact. We will, therefore, actively seek to directly consult with these identified groups through the consultation process.

### **(3) Reasons for Decision:**

The current Housing Strategy for South Kesteven lasts up to 2018.

Two Housing Summits were held at the start of the year to consider the changing national housing environment, as well as the specific challenges facing the South Kesteven housing market.

A key challenge is the decline in the number of new homes being constructed against a growing and ageing population.

The Communities and Wellbeing Overview and Scrutiny Committee considered the contents of the draft Housing Strategy (HS1) on the 11<sup>th</sup> July and endorsed a series of roundtables with key sectors of the housing industry.

A series of five housing roundtable discussions were held between 17<sup>th</sup> and 31<sup>st</sup> July, involving Developers, Registered Providers, Other Local Authorities,

Landowners and Landlords.

The Communities and Wellbeing Overview and Scrutiny Committee considered a second draft of the Housing Strategy (HS2) on 5<sup>th</sup> September and recommended that draft for wider consultation.

Report HS3 was considered by Cabinet on the 7<sup>th</sup> September.

In the run up to Cabinet, and during its meeting on the 7<sup>th</sup> September, Cabinet Members and those other Members in attendance provided comments on the Housing Strategy.

These changes are reflected in the updated draft Housing Strategy and Action Plan.

### **Conflicts of Interest**

**(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).**

NONE

### **Dispensations**

**(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).**

NONE

### **Decision taken by:**

Name: Councillor Nick Neilson  
Cabinet Member for Communities and Wellbeing

**Date of Decision: 12 September 2017**

**Date of Publication of Record of Decision: 12 September 2017**

**Date decision effective: 12 September 2017**

**Decision taken under special urgency provision by an individual Cabinet Member to allow for the timetable for the consultation period to commence from 14<sup>th</sup> September 2017 following comments**



**made at the Cabinet meeting on 7<sup>th</sup> September 2017. The decision is not subject to the call-in procedure.**



# **South Kesteven's Housing Strategy 2017 – 2021(draft)**



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## Executive Summary

There aren't many things more important to our residents than their homes, and what's important to our residents is important to us.

We know how many houses need to be built and we have a good idea where most of that housing will go, we know that we need to work with some landlords to raise standards in the private rented sector so that homes are safe, and we know that in keeping the streets clean, town centres flourishing and our cultural offer blossoming we can attract – and keep – residents in South Kesteven.

This document sets out how we will do this.

Leader ————— Cllr Nick Neilson

Cabinet Member

## Introduction

South Kesteven is an attractive, prosperous and safe place to live, work and visit, and is consistently rated by Halifax surveys as one of the best rural areas to live in the country. Covering over 365 square miles, the district has four distinctive market towns and over 80 villages.

People are attracted to the area because of its excellent access to the A1 and the East Coast Mainline (London is only an hour away), its relatively inexpensive housing and high achieving schools. The district is a healthy place to live with an active labour market and unemployment levels well below the East Midlands average.

We have ambitious annual targets for housing delivery across the district, with plans underway to support the delivery of the Spitalgate Garden Village near Grantham. This site is one of just fourteen locations selected by Government to access a £6 million fund to support the delivery of 3700 mixed tenure homes alongside a business park creating 4000 new jobs and opportunities for companies to grow.

However, we have some significant housing challenges; some 21% of our population is aged over 65, and this is expected to grow to 31% by 2037; demand for homes continues, although housing is becoming gradually more unaffordable for many people; the quality of existing rental homes is often not good enough; there are pockets of deprivation, with some aspects more apparent in rural areas with limited access to services.

Since our previous housing strategy there have been a number of legislative and policy changes and it is now timely to review the current strategy and establish new priorities to address the changing environment in which we are working.

## Vision

At the heart of the strategy is the vision that homes are a fundamental part of our lives. Houses should be healthy, good quality, sustainable, and secure, providing the environment for people to thrive and achieve. Good housing in vibrant and attractive towns and villages supports a strong economy and ~~creates~~helps create a community where people want to live, work and invest.

Four theme areas have been identified and developed, which will help us to address the challenges and achieve the best possible housing outcomes.

The theme areas are:

1. To help meet the housing needs of residents
2. Facilitate the delivery of new housing across a range of tenures
3. Enable those whose independence may be at risk to access housing (including their current home) which meets their needs
4. Encourage, support and regulate the private rented sector to provide well managed, safe homes
5. ~~To help meet the housing needs of residents~~

## Achievements

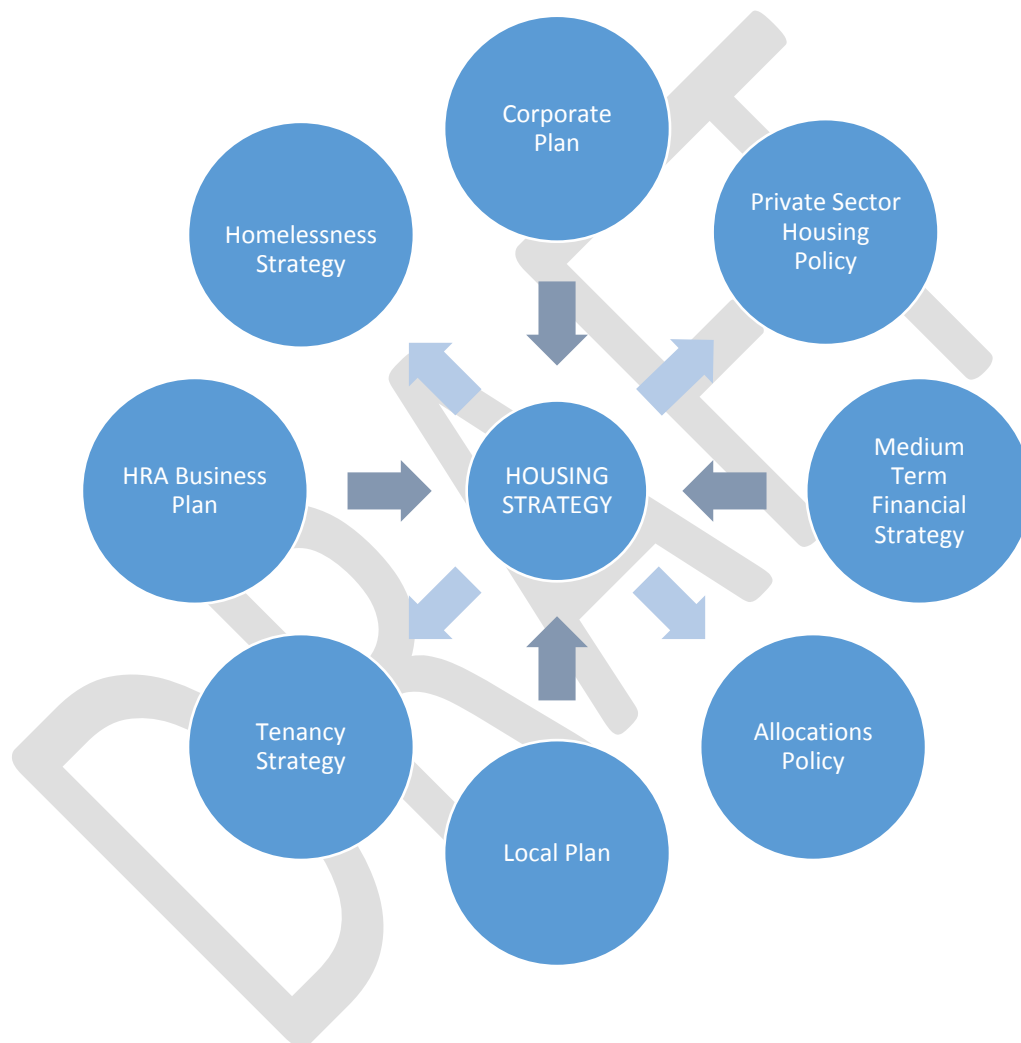
Since the start of our previous Housing Strategy (2013) the economic climate has presented a range of challenges. However, the following are some of the key achievements delivered to date:

- ~~1547~~2040 net new homes delivered
- ~~343~~368 new affordable homes delivered
- 4135 dwellings with planning consent
- Consulted on a new draft local plan with land allocations representing a total of 17,000 new homes by 2036
- Retrofitted external wall insulation to 770 council homes
- Improved the homes of 213 vulnerable owner occupiers through grants
- Funded disabled adaptations to 243 private sector homes
- ~~Maintained low levels of rough sleeping~~
- ~~Reduced significantly our use of Bed and Breakfast accommodation~~
- Helped 51 households to move from overcrowded housing
- ~~Delivered a mixed use housing and commercial development in Bourne~~
- Secured Government funding to support the Spitalgate Garden Village
- Obtained Land Fund Partner status for the Government's Starter Homes Initiative

## Links to other strategies

The housing strategy works alongside existing plans and strategies, providing a framework for the delivery of our housing priorities.

Importantly, the Council cannot deliver this strategy in isolation, and while we have a central role, we need the support and co-operation of all those involved in building, providing and managing homes in the district to deliver the best outcomes for our residents.





## A Snapshot of South Kesteven

### Our residents

- South Kesteven has a population of 138,000. The largest of the Lincolnshire districts.
- The population is predicted to increase by 19% to 159,120 by 2036.
- 61% of our population is of working age, with an upward trend in the number of people who are 65+ years.
- Life expectancy is 84 years for females and 80 for males.
- There are approximately 147 people per km<sup>2</sup>, marginally more 'dense' than the Lincolnshire average of 124 people per km<sup>2</sup>.
- Households are becoming smaller with 28% of households being single.
- The median gross full time pay earned by a person living in South Kesteven is £468 per week.
- The number of people applying as homeless has risen by a fifth since 2010/11.
- ~~Rough sleeping remains low, estimated at 0.02 per 1000 households in 2016.~~
- There are around 3,650 people on our housing register, of which around 875 have an evidenced housing need.
- Levels of disability are increasing at the same rate as the rise in population, however, the vast proportion of disabled people live in unadapted housing.

### Our homes

- There are around 62,400 households in South Kesteven, expected to increase to over 71,000 by 2036.
- 70% of households own their own home, 16% rent privately and 14% live in a socially rented home. The private rental sector has grown from 11% in 2009, while owner occupation has reduced by 6%.
- It is estimated that 17% of owner occupied and 25% of private rented homes have a serious home hazard.
- Approximately 26% of private rented homes will be affected by minimum energy efficiency standards being introduced from 2018.
- The rural nature of the district means that over 10,000 (17%) of homes are not connected to the gas network, reducing fuel choice and impacting on affordability.
- Around 2% of homes in the district have been empty for more than 6 months.
- Over 50% of those on our housing register are in need of 1 bedroom accommodation.
- The use of temporary accommodation is increasing due to the lack of affordable housing solutions locally.

### Our housing costs

- The median house sale price in 2016 was £180,986 (up from £149,000 in 2009), this ranges from around £250,000 for a detached house to £95,000 for a flat/maisonette.
- The median house price is 7.35 times the median (residence based) gross earnings (2016) This ratio shows an upward trend and is the highest in Lincolnshire.



- The average monthly private rent in 2015-16 was £609, an increase of 3% on 2014/15. Rents vary across the district, with levels in Stamford typically higher than in Grantham.
- Ten percent of households are in fuel poverty according to the low income/high cost definition, with rural communities experiencing significantly higher concentrations.
- Residents are using the Help to Buy Equity Loan Scheme for new homes, with 394 completed between April 2013 and September 2016, of these 78% were first time buyers, helping to stimulate housing supply.

### Our economy and growth

- South Kesteven has a projected need for an additional 700625 new homes per annum. 646 new homes were completed in 2014-15, of which 92 were affordable.
- The draft new Local Plan contains a projected target between 680 and 720 dwellings per annum.
- There were 11,305 house sales in the district in 2015, of these the majority were of detached properties (45%), followed by 25% semi-detached, 23% terraced and 7% flats/maisonettes.
- Our grammar schools and academies are high performing with over 76% of students having good GCSE's. However only 30% of our residents are educated to degree level and above, which is lower than the regional and national averagesaverage of 35% and this reflects in elements of our local jobs market.
- Employment levels are high, with the unemployment claimant rate standing at 3.6% of working age population in comparison with 4.8% nationally.
- Employment is forecast to grow by 16% during the period 2011 to 2036.
- There are currently 5795 enterprises in the district, a 4.4% increase on 2015. 98% of these enterprises have less than 50 employees.

### Our health and wellbeing

- South Kesteven is ranked 223 out of 326 districts according to the Indices of Deprivation 2015. Although, although there are disparities with the Grantham Earlesfield and Grantham Harrowby Wards being the most deprived and Stamford St Johns being the least deprived area in the district.
- About 14% of children live in low income families. The Child Poverty Act 2010 set a target of 10% by 2020.
- At 17.1 (period August 2012 – July 2015), the ratio of excess winter deaths to average non-winter deaths is not significantly different from the England average.
- Overall life expectancy is higher than the England average; however, life expectancy for men is 5.9 years lower and for women 6 years lower in the most deprived areas of the district than in the least deprived area (2013-2015).
- 7,652 adults aged over 65 report having a long term illness which limits day to day activities a little, while 6,298 report this as a lot.
- Fourteen percent of those with an evidenced need on the housing regiserregister are living in crowded conditions.

## Challenges

The recent Government Housing White Paper “Fixing our broken housing market” published in February 2017 represents a key shift in Government policy focus towards a tenure neutral approach to increasing the pace and volume of housing supply.

We are committed to improving the lives of our residents alongside creating opportunities for growth and prosperity for businesses and local people. However, we recognise that to build on our successes we have challenges to overcome.

### Delivering new homes

*Challenge Statement: There is a national shortage of new homes, which means life choices are being reduced and opportunities to expand the economy are being missed.*

The forecast increases in local population and the Government target to build 200,000 homes nationally by 2020 means that we will need a range of housing options which will support housing supply and economic growth. While we have a sufficient land supply, unlocking sites and working with developers to encourage the development of housing which meets the future needs of our residents will be a key part of our future role.

As well as building more homes, it is important that we maximise the use of existing homes by encouraging empty homes back into use. As a stock retaining authority South Kesteven District Council has ~~around 6,130~~ 128 properties as at 31<sup>st</sup> March 2016. Under occupation is a barrier to better utilisation, we need to develop a better offer for people enabling them to downsize to homes which better meet their needs.

Key outcomes to address these challenges:

- The development of high quality, sustainable, housing that reflects the character and increases the desirability of South Kesteven as a place to live.
- Support the up-front delivery of essential infrastructure on key development sites.
- Support Government initiatives to encourage developers to bring forward housing delivery housebuilders who are not delivering fast enough.
- Ensure that planning processes encourage land owners and developers to bring potential housing sites to the market with the required infrastructure in place.
- Making the best use of existing property that can quickly be converted to housing.
- Encourage the development of a skilled workforce that can meet the housing delivery needs of the district.
- Disaggregation of large housing sites to enable smaller developers to deliver at pace.
- The availability of a sustainable rental market that is a genuine, affordable, alternative to home ownership.
- The need for a tailored approach to housing delivery; Bourne, Market Deeping, Stamford, Grantham and the rural areas have very different markets and these may require different approaches to housing delivery.

## Ensuring quality housing

***Challenge Statement:** The private rented sector (PRS) makes up 16% of our housing stock, the sector is facing unprecedented changes in legislation that aims to raise standards and drive out “rogue” landlords.*

Poor housing conditions have a negative impact on health and wellbeing. While many people choose the private rented sector for its flexibility, others who would have previously purchased a home or rented social housing are increasingly relying on this option. This has the effect of increasing rents and shrinking the cheaper end of the market where people accept poorer quality housing at a price they can afford. We will need to utilise new legislation and take timely action to continue to protect tenants and their families against rogue landlords and ensure that the energy efficiency of homes meets new minimum standards to enable them to continue to be let and be affordable to live in.

Key outcomes to address these challenges:

- Fully-informed landlords and letting agents who know what they have to do to improve the quality of their properties.
- Improvement in the PRS market, but without creating so much pressure that tenants are forced out of PRS.
- Protection for tenants who often have no choice but to settle for lower quality rental property.
- Develop new ways of engaging with the sector to enable access for people on low income, on benefits or who are under 35 years old.

## Providing choice for older and disabled people

***Challenge Statement:** Life expectancy is increasing, but as people age they are progressively more likely to live with illness, disability and frailty and need additional support*

The increasing ageing population puts an increased demand on a particular sector of the housing market including specialist and supported housing. Increasing emphasis is being placed on re-designing service offers from health, social care, support and adaptation services to help residents who wish to remain in their own home to live independently or to move to more suitable accommodation. Many are keen to move to more suitable homes but there appears to be a shortage of accommodation that meets people's needs and expectations. Traditional sheltered housing offered by social housing landlords does not appeal to everyone, while the market for “new generation” retirement homes is slow to develop.

Key outcomes to address these challenges:

- Enable ~~households~~households' access to accommodation in properties that meet their needs, and to facilitate them moving to more suitable properties where required.
- To enable people to live independently, but with appropriate support that can be called-on when required.
- Encourage an appropriate provision of high-quality, skilled, carers who are able to support independent living.
- ~~Encourage~~Work with the County Council to encourage the provision of affordable places in care homes.
- Utilise our strategic partnerships to clarify the range of affordable housing required across the district to meet the needs of people with learning disabilities, mental health problems and physical disabilities.

## Supporting housing need

*Challenge Statement: It is becoming increasingly difficult to source and secure affordable accommodation for people on lower or insecure incomes to meet their needs, and for those households to sustain that accommodation.*

The Welfare Reform Act ~~is introducing~~has introduced numerous changes that affect the income people receive, meaning that more households are experiencing difficulties in meeting their housing costs. The majority of people under 35 living in private rented accommodation can only receive Local Housing Allowance (LHA) for a room in a shared property. From April 2018 this will extend to social rented homes, this is likely to result in increased homelessness amongst this population if they are unable to pay their rent. In addition to this, the “benefit cap” will reduce the maximum amount a non working, non disabled household can receive in state benefits to £20,000 per year (£13,400 for single adults). The lack of shared accommodation in the district combined with these changes will affect the ability of these households to find affordable accommodation and pay rent.

~~The Government is now considering removing housing benefit for 16 to 18 year olds, this will mean they will have to remain with their families for longer and will take longer to become independent.~~

The Homeless Reduction Act 2017 introduced new duties on local authorities from April 2017 to assess, prevent and relieve homelessness. Intervening early before a crisis occurs is a key focus and will require partnership working to enable specific targeted work with those who we anticipate will face difficulties with effective support. This will have a considerable impact on the work of the Council.

The Government proposes to make changes to the funding of supported housing. It will be crucial to ensure a sustainable future for supported housing.

The Government remains committed to the ongoing removal of the spare bedroom subsidy and is considering applying the same approach to those of pensionable age (who were previously exempt).

Initial work with the NHS and other statutory partners has begun to clarify the need for a range of affordable housing to be provided across the district as an alternative to

hospital or residential care. We need to better understand the requirements for people with learning ~~difficulties~~disabilities, those with mental health problems or physical health problems.

Key outcomes to address these challenges:

- Maximise the impact of the Council's investment in affordable housing by optimising the use of traditional, off-site and modular construction options on future development sites.
- Continue to deliver new Council ~~Housing~~housing to help meet social housing need.
- Develop energy efficient homes for social and affordable housing to reduce fuel poverty.
- Lobby central Government on future policy development for the affordable housing sector to maximise resources available for future investment, including the retention of a negotiated quota on new developments through s106 of the Planning Act as this is the principal contributor to new stock.

## Contact

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## Appendix 2: Housing Strategy Action Plan

Opportunity	Key Outcomes	Themes	Action Period	Activity Focus
How might we increase the number of houses that are brought to market across South Kesteven?	<ul style="list-style-type: none"> <li>The development of high quality, sustainable, housing that reflects the character and increases the desirability of South Kesteven as a place to live.</li> <li>Support the up-front delivery of essential infrastructure on key development sites.</li> <li>Support Government initiatives to encourage developers to bring forward housing delivery housebuilders who are not delivering fast enough.</li> <li>Ensure that planning processes encourage land owners and developers to bring potential housing sites to the market with the required infrastructure in place.</li> <li>Making the best use of existing property that can quickly be converted to housing.</li> <li>A skilled workforce that can meet the housing delivery needs of the district.</li> <li>Disaggregation of large housing sites to enable smaller developers to deliver at pace.</li> <li>The availability of a sustainable rental market that is a genuine, affordable, alternative to home ownership.</li> <li>The need for a tailored approach to housing delivery; Bourne, Market Deeping, Stamford, Grantham and the rural areas have very different markets and these may required different approaches to housing delivery.</li> </ul>	Making best use of existing land	Medium/Long	<ul style="list-style-type: none"> <li>Acquire land for housing delivery.</li> <li>Ensure <del>adequate</del> supply of housing is brought forward on land owned by the Council.</li> </ul>
		Developers' financial considerations	Short	<ul style="list-style-type: none"> <li><del>Understand what</del> <u>Agreeing with</u> developers <del>need, what needs</del> to <del>build</del> <u>be built</u> in order for a development to be viable.</li> </ul>
		Making best use of existing building stock	Medium/Long	<ul style="list-style-type: none"> <li>Maximise opportunities for publicly-owned property to be utilised.</li> <li>Utilise buildings (e.g. shops and upper floors) in the town centre for conversion.</li> </ul>
		Infrastructure	Medium	<ul style="list-style-type: none"> <li>Build housing that has access to necessary community and transport infrastructure.</li> <li>Consider role for the Council as a funder/investor in housing developments.</li> </ul>
		<del>Affordability</del> <u>Rural affordability</u>	Medium	<ul style="list-style-type: none"> <li><del>Focus on</del> <u>Encourage</u> the delivery of affordable housing in rural areas and near to services.</li> </ul>
		SKDC support for house-building	<del>ongoing</del> <u>Ongoing</u>	<ul style="list-style-type: none"> <li>SKDC to continue to build (more) Council Houses and optimise the use of Council owned assets, <u>including targetted remodelling</u>.</li> <li>Consider – and then market - the quality of life available to current and future residents of South Kesteven, including work, play, and home.</li> <li>Explore use of pre-fab and modular build methods, and the Council's role in enabling this approach.</li> </ul>
		High quality design: internal and external	Short/Medium	<ul style="list-style-type: none"> <li><u>Follow-through the policy to produce a Design Supplementaty Planning Document</u></li> <li>Promote the new Garden Village as an exemplar for architectural and urban design.</li> <li>Encourage community build schemes.</li> </ul>
		Making it happen: planning	Medium	<ul style="list-style-type: none"> <li>Develop <del>an 'idea to implementation'</del> <u>a new</u> approach for planning applicants to ensure the greatest possible certainty from the earliest possible opportunity on the approvability and deliverability of their scheme, including input from statutory consultees to agreed timescales and from officers who are empowered to make decisions.</li> <li>Provide additional briefings, and training, for Development Management Committee Members <del>so that they are better informed in their decision-making.</del></li> </ul>
		Partnerships and engagement	Short/Medium	<ul style="list-style-type: none"> <li>Explore potential benefits of joint ventures with local builders, developers and investors to deliver more housing more quickly.</li> <li>Agree a framework of key partners and stakeholders who are tasked with speeding up delivery .</li> </ul>
		Construction skills	Short/Medium	<ul style="list-style-type: none"> <li>SKDC to develop houses and housing sites through its own company.</li> <li>Work with colleges so that young people learn the skills necessary for building new housing.</li> </ul>
		Sustainability	Medium	<ul style="list-style-type: none"> <li><del>Consider</del> <u>Follow-through</u> the relaxation of planning policies to encourage development in villages, <u>as proposed in the new draft Local Plan</u></li> </ul>
		Lobbying	ongoing	<ul style="list-style-type: none"> <li><del>Lobby Government</del> <u>Support the Government's aspiration – as expressed in the Housing White Paper -</u> to target builders to deliver within a certain time-frame, or land will revert to old use.</li> </ul>

Opportunity	Key Outcomes	Themes	Action Period	Activity Focus
How might we ensure that privately rented homes meet the required standards so that our residents can enjoy safe and healthy homes?	<ul style="list-style-type: none"> <li>Fully-informed landlords and letting agents who know what they have to do to improve the quality of their properties.</li> <li>Improvement in the Private Rented Sector (PRS) market, but without creating so much pressure that tenants are forced out of the homes they occupy.</li> <li>Protection for tenants who often have no choice but to settle for lower quality rental property.</li> <li>Develop new ways of engaging with the sector to enable access for people on low income, on benefits or who are under 35 years old.</li> </ul>	Letting Agents	Short	<ul style="list-style-type: none"> <li>Explore opportunities for a council run “local lettings agency” providing a letting service supporting local landlords.</li> </ul>
		Incentives and support for good landlords	Short/Medium	<ul style="list-style-type: none"> <li>Increase engagement with landlords and letting agents</li> <li>Expand the Private Rented Sector property leasing scheme, providing a guaranteed income (to landlords) and quality accommodation (for residents).</li> </ul>
		Standards and enforcement	Short/Medium	<ul style="list-style-type: none"> <li>Review of housing enforcement policy to reflect new civil penalties legislation and ensure we can tackle “rogue landlords” effectively.</li> </ul>
		SKDC increasing rented sector stock	Medium	<ul style="list-style-type: none"> <li>Continue to build council housing <del>to relieve pressure on</del> the <del>private rented sector.</del> <u>Council to receive s106 Affordable Homes.</u></li> </ul>
		Lobbying	ongoing	<ul style="list-style-type: none"> <li>Lobby Government to introduce a cap on rent fees/ increases.</li> <li>Lobby Government to restrict the amount of deposit payable.</li> </ul>

Opportunity	Key Outcomes	Themes	Action Period	Activity Focus
How might we ensure that a range of housing options are available to support people to live independently	<ul style="list-style-type: none"> <li>Enable households access to accommodation in properties that meet their needs, and to facilitate them moving to more suitable properties where required.</li> <li>To enable people to live independently, but with appropriate support that can be called-on when required.</li> <li>Encourage an appropriate provision of high-quality, skilled, carers who are able to support independent living.</li> <li><del>Encourage</del> <u>Work with the County Council to encourage</u> the provision of affordable places in care homes.</li> <li>Utilise our strategic partnerships to clarify the range of affordable housing required across the district to meet the needs of people with learning disabilities, mental health problems and physical disabilities.</li> </ul>	Specialist Housing	Short	<ul style="list-style-type: none"> <li>Explore options for providing sheltered/extra care housing in areas of identified need and in close proximity to local services.</li> <li>Develop incentives for elderly people to move to smaller housing or ‘house share’ to free-up larger housing.</li> </ul>
		Community Infrastructure	Short	<ul style="list-style-type: none"> <li>Consider the use of the Council’s – and other public sector – assets to further support day care for the elderly.</li> </ul>
		Creating quality places and homes	Short/Medium	<ul style="list-style-type: none"> <li>Encourage the creating of high quality accommodation for the elderly which will not be seen as a step-down from their large family home.</li> </ul>
		Planning support for annexes	Short/Medium	<ul style="list-style-type: none"> <li>Consider the benefits of developing a local policy around the construction of annexes to family homes, ensure that their annex purpose is protected.</li> </ul>
		Skills	Short/Medium	<ul style="list-style-type: none"> <li>Support training opportunities for carers.</li> </ul>
		Partnerships	Medium	<ul style="list-style-type: none"> <li>Work with other statutory partnerships to clarify the need for a range of affordable housing to be provided across the district to meet needs for people with learning disabilities, mental health issues and for those with physical disabilities.</li> </ul>
		Incentives	Medium	<ul style="list-style-type: none"> <li>Consider incentives to encourage residents to move to homes that better suit their ongoing needs.</li> </ul>
		Lobbying	ongoing	<ul style="list-style-type: none"> <li>Lobby Government to ensure a sustainable future for sheltered and supported housing.</li> </ul>



Opportunity	Key Outcomes	Themes	Action Period	Activity Focus
<p>How might we increase the number of housing options available to those residents in SK who are on lower incomes/benefits and those who need singles accommodation?</p> <p>(Meeting the needs of our residents)</p>	<ul style="list-style-type: none"> <li>• Maximise the impact of the Council's investment in affordable housing by optimising the use of traditional, off-site and modular construction options on future development sites.</li> <li>• Continue to deliver new Council Housing to help meet social housing need.</li> <li>• Develop energy efficient homes for social and affordable housing to reduce fuel poverty.</li> <li>• Lobby central Government on future policy development for the affordable housing sector to maximise resources available for future investment.</li> </ul>	Best use of existing buildings	Short	<ul style="list-style-type: none"> <li>• Explore opportunities to develop new temporary accommodation.</li> </ul>
		Right home, right size, right price	Short	<ul style="list-style-type: none"> <li>• Consider making small plots of SKDC <u>– or developers' -</u> land available to smaller builders/self-builders.</li> <li>• Ensure access is available to appropriate data to inform decisions on need and the types of units required</li> </ul>
		Affordable housing	Short/Medium	<ul style="list-style-type: none"> <li>• Work with other local authorities to ensure that residents can rent or buy affordable housing.</li> </ul>
		Specialist housing	Short/Medium	<ul style="list-style-type: none"> <li>• Consider the development of a design standard for communal housing.</li> </ul>
		Housing options	Short/Medium	<ul style="list-style-type: none"> <li>• Consider the development of bed-sit accommodation particularly for the under 35's.</li> </ul>
		Creating quality places	Short/Medium	<ul style="list-style-type: none"> <li>• Encourage high streets to be interspersed with residential units.</li> </ul>
		Partnerships	Short	<ul style="list-style-type: none"> <li>• Work with Housing Associations to develop schemes to address overcrowding and under-occupancy.</li> <li>• Consider alternative approaches to the delivery of affordable housing in order to ensure that developments can be brought forward.</li> </ul>
		Incentives	Medium	<ul style="list-style-type: none"> <li>• Incentivise private landlords to encourage provision of housing to meet identified housing need.</li> </ul>
		Helping and encouraging people to remain in their homes	Short	<ul style="list-style-type: none"> <li>• Develop schemes which enable tenants to sustain their tenancies.</li> </ul>
		Lobbying	ongoing	<ul style="list-style-type: none"> <li>• <u>Lobby Government to remove the 'right to buy'.Lobby Government on future policy development for the affordable housing sector to maximise resources available for future investment, including the retention of a negotiated quota on new developments through s106* of the Planning Act as this is the principal contributor to new stock.</u></li> <li>• <u>* Section 106 agreements are legal agreements between Local Authorities and developers. They are linked to planning permissions and are designed to mitigate the impact of developments.</u></li> </ul>

## NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor N. Neilson  
Cabinet member for Communities and Wellbeing

REPORT AUTHOR: Lisa Barker

REPORT NO. BMH 124

DATE: 8<sup>th</sup> September 2017

<b>SUBJECT OF NON KEY DECISION:</b>	Armed Forces Community Covenant.
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<b>CABINET MEMBER REMIT:</b>	Communities and Wellbeing	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Minor	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> via your Council and Democracy link	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  <b>No. The purpose of the Community Covenant is to address disadvantage amongst the Armed Forces.</b>	<b>Full impact assessment required?</b>  <b>NO</b>
<b>BACKGROUND PAPERS:</b>	Armed Forces Community Covenant Report No.122 <a href="http://moderngov.southkesteven.gov.uk/documents/s18349/Report%20to%20Communities%20and%20Wellbeing%20Cabinet%20Member%20AFCC%20May%202017%200002.pdf">http://moderngov.southkesteven.gov.uk/documents/s18349/Report%20to%20Communities%20and%20Wellbeing%20Cabinet%20Member%20AFCC%20May%202017%200002.pdf</a>	

## **(1) PURPOSE OF REPORT**

The Armed Forces Covenant (AFCC) is a voluntary statement of mutual support between a civilian community and its local Armed Forces community. The Covenant outlines the moral obligations between the nation, the Government and the Armed Forces at a local level.

The Lincolnshire Armed Forces Covenant (LAFCC) was launched on Wednesday 20 June 2012. Lincolnshire County Council who co-ordinate local action have suggested that the time is right to refresh that commitment of support.

A wide range of organisations work in partnership to meet the aims of the Covenant by discussing and developing projects to ensure successful delivery of the Lincolnshire Armed Forces Covenant Measures and Action Plan.

To celebrate 5 years of successful partnership working within the district the original signatories of the LAFCC will meet at Royal Air Force College (RAFC) Cranwell at 2.30pm on September 20<sup>th</sup> 2017 to reaffirm and renew the agreement.

A report was considered by Members of the Communities and Wellbeing Overview and Scrutiny Committee on the 5<sup>th</sup> September who recommended to the portfolio holder that the Council recommit to the Lincolnshire Armed Forces Community Covenant.

## **(2) RECOMMENDATION(S)**

That the Council recommit to the Lincolnshire Armed Forces Community Covenant.

## **(3) REASONS FOR RECOMMENDATION(S) (including any alternative options considered and rejected)**

The option of not recommitting have been considered however SKDC are open to challenge and possible damage to the Council's reputation if we do not continue to work in partnership with Lincolnshire Armed Forces Community Covenant partners.

## **(4) COMMENTS FROM FINANCIAL SERVICES**

There are no financial comments arising from this report.

## **(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES**

The power to take the measures recommended in this report derive from Part 1 of the Localism Act 2011 which states that a Local Authority (in England) has the power to do anything that individuals generally may do.

(6) **OFFICER CONTACT**

Lisa Barker Business Manager – Housing x6251

(7) **DATE DECISION EFFECTIVE:**

**Due to the recommit and reaffirmation of the covenant scheduled on Wednesday 20<sup>th</sup> September the NKD has been made under urgency provisions and is not subject to the call-in procedure.**



## **URGENT CABINET MEMBER DECISION**

### **Decision:**

**That approval is granted for the Council to recommit to the Lincolnshire Armed Forces Community Covenant.**

#### **(1) Details of Decision**

For the Council to recommit to the Lincolnshire Armed Forces Community Covenant.

#### **(2) Considerations/Evidence**

The option of not recommitting have been considered however SKDC are open to challenge and possible damage to the Council's reputation if we do not continue to work in partnership with Lincolnshire Armed Forces Community Covenant partners.

#### **(3) Reasons for Decision:**

The Armed Forces Covenant (AFCC) is a voluntary statement of mutual support between a civilian community and its local Armed Forces community. The Covenant outlines the moral obligations between the nation, the Government and the Armed Forces at a local level.

The Lincolnshire Armed Forces Covenant (LAFCC) was launched on Wednesday 20 June 2012. Lincolnshire County Council who co-ordinate local action have suggested that the time is right to refresh that commitment of support.

A wide range of organisations work in partnership to meet the aims of the Covenant by discussing and developing projects to ensure successful delivery of the Lincolnshire Armed Forces Covenant Measures and Action Plan.

To celebrate 5 years of successful partnership working within the district the original signatories of the LAFCC will meet at Royal Air Force College (RAFC) Cranwell at 2.30pm on September 20<sup>th</sup> 2017 to reaffirm and renew the agreement.

A report was considered by Members of the Communities and Wellbeing Overview and Scrutiny Committee on the 5<sup>th</sup> September who recommended to the portfolio holder that the Council recommit to the Lincolnshire Armed Forces Community Covenant.

### **Conflicts of Interest**

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

NONE

### **Dispensations**

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

NONE

### **Decision taken by:**

Name: Councillor Nick Neilson  
Cabinet Member for Communities and Wellbeing

**Date of Decision: 18 September 2017**

**Date of Publication of Record of Decision: 18 September 2017**

**Date decision effective: 18 September 2017**

**Due to the timescales involved the decision has been made under urgency provisions and is therefore not subject to the call-in procedure.**

## NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Nick Robins, Cabinet Member for Retail and Visitor Economy

REPORT AUTHOR: Corporate Finance Manager

REPORT NO. CFM437

DATE: 20<sup>th</sup> September 2017

<b>SUBJECT OF NON KEY DECISION:</b>	<b>Discretionary Business Rates Relief Scheme - Proposed Changes to Eligibility Criteria</b>
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<b>CABINET MEMBER REMIT:</b>	Business Rate Relief	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	N/A	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publically available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> via your Council and Democracy Link	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  Not Applicable	<b>Full impact assessment required?</b>  No
<b>BACKGROUND PAPERS:</b>	Report No: CFM428 <a href="http://moderngovsvr:8080/ieDecisionDetails.aspx?ID=874">http://moderngovsvr:8080/ieDecisionDetails.aspx?ID=874</a>	

### (1) PURPOSE OF REPORT

The purpose of this report is to review the eligibility criteria and request approval to extend the current scheme that supports local businesses to include high street stores and other local businesses and by doing so ensure that the grant is fully utilised.

## **(2) RECOMMENDATION(S)**

To extend the criteria for the temporary Discretionary Rates Relief Scheme to include high street stores and other local businesses and increase the level of relief paid from 40% up to 50% of the increase in business rates payable between the two years after all eligible reliefs have been granted.

## **(3) REASONS FOR RECOMMENDATION(S) (including any alternative options considered and rejected)**

The Government has made available £300m of extra funding over 4 years for local authorities to provide discretionary relief to predominantly small, medium and independent businesses facing the steepest increase in their bills as a result of the recent revaluation of all commercial properties. The Chancellor stated that individual authorities were in the best position to determine how these extra monies should be targeted and administered in order to support those businesses with the greatest need. South Kesteven's allocation of funding has been confirmed as £568k spread over 4 years as set out below.

<b>Amount of discretionary pot awarded (£000s)</b>				
<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>Total</b>
332	161	66	9	568

The Council has been given the responsibility to design its own discretionary business rates relief scheme having regard to the Government's principles and assumptions. This was the subject of a discussion at Cabinet on 13<sup>th</sup> July 2017 where Members agreed the principles and eligibility criteria. It was explained that take up was likely to be lower than expected due to the availability of other grants for local businesses, i.e. small business rate support scheme, transitional relief and temporary relief for pubs. Also, in common with other schemes being developed by authorities, a list of exclusions was proposed and an urgent key decision was subsequently made in order that the scheme could be implemented. Following the implementation, it was identified that the eligibility criteria should be reviewed in order to ensure that the full amount of the grant is paid to local businesses and the following changes are recommended:

- The amount paid will be up to 50% (previously up to 40%) of the increase in business rates payable between the two years after all eligible reliefs have been granted;
- Eligibility will be extended to include all businesses, e.g. high street stores and franchises, financial services and professional services, etc; and
- As before the only exclusions will be NHS, local authorities and all other public bodies. Also excluded are businesses that were not located in the district prior to 31<sup>st</sup> March 2017 and premises with a rateable value in excess of £100,000 and rate rises below 3%.

Based on current modelling of the rating list, it is anticipated that up to £325,000 of the current year's award will be allocated to local businesses.



**(4) COMMENTS FROM FINANCIAL SERVICES**

The Government has confirmed that the Council will be fully compensated for offering this extra discretionary relief through the Section 31 Grant. The funding will be capped so should there be any discretionary relief paid in excess of Government funding then this would not attract grant and would be met from local resources.

**(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES**

Government funding will be provided by way of grant under Section 31 of the Local Government Act 2003. In order to access the Government's funding, the Council will need to use its discretionary powers under section 47 of the Local Government Act 1988.

**(6) OFFICER CONTACT**

Richard Wyles – Corporate Finance Manager  
[r.wyles@southkesteven.gov.uk](mailto:r.wyles@southkesteven.gov.uk)  
01476 406210

**(7) DATE DECISION EFFECTIVE:**

**If decision taken on 28<sup>th</sup> September 2017 date effective will be 7<sup>th</sup> October 2017**



## CABINET MEMBER DECISION

### Decision:

**That approval is granted to extend the criteria for the temporary Discretionary Rates Relief Scheme to include high street stores and other local businesses and increase the level of relief paid from 40% up to 50% of the increase in business rates payable between the two years after all eligible reliefs have been granted.**

#### (1) Details of Decision

To seek approval to extend the criteria for the temporary Discretionary Rates Relief Scheme.

#### (2) Considerations/Evidence

The Government has made available £300m of extra funding over 4 years for local authorities to provide discretionary relief to predominantly small, medium and independent businesses facing the steepest increase in their bills as a result of the recent revaluation of all commercial properties. The Chancellor stated that individual authorities were in the best position to determine how these extra monies should be targeted and administered in order to support those businesses with the greatest need.

#### (3) Reasons for Decision:

South Kesteven's allocation of funding has been confirmed as £568k spread over 4 years as set out below.

Amount of discretionary pot awarded (£000s)				
2017-18	2018-19	2019-20	2020-21	Total
332	161	66	9	568

The Council has been given the responsibility to design its own discretionary business rates relief scheme having regard to the Government's principles and assumptions. This was the subject of a discussion at Cabinet on 13<sup>th</sup> July 2017 where Members agreed the principles and eligibility criteria. It was explained that take up was likely to be lower than expected due to the availability of other grants for local businesses, i.e. small business rate support scheme, transitional relief and temporary relief for pubs. Also, in common with other schemes being developed by authorities, a list of exclusions was proposed and an urgent key decision was subsequently made in order that the scheme could be implemented. Following the

implementation, it was identified that the eligibility criteria should be reviewed in order to ensure that the full amount of the grant is paid to local businesses and the following changes are recommended:

- The amount paid will be up to 50% (previously up to 40%) of the increase in business rates payable between the two years after all eligible reliefs have been granted;
- Eligibility will be extended to include all businesses, e.g. high street stores and franchises, financial services and professional services, etc; and
- As before the only exclusions will be NHS, local authorities and all other public bodies. Also excluded are businesses that were not located in the district prior to 31<sup>st</sup> March 2017 and premises with a rateable value in excess of £100,000 and rate rises below 3%.

Based on current modelling of the rating list, it is anticipated that up to £325,000 of the current year's award will be allocated to local businesses.

### **Conflicts of Interest**

**(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).**

NONE

### **Dispensations**

**(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).**

NONE

### **Decision taken by:**

Name: Councillor Nick Robins  
Cabinet Member for Retail & Visitor Economy

**Date of Decision: 28 September 2017**

**Date of Publication of Record of Decision: 29 September 2017**

**Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):**

**07 October 2017**

## NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Michael King  
Cabinet Member for Economy and Development

REPORT AUTHOR: Sarah Watson  
Planning Policy Officer

REPORT NO. SEG54

DATE: 25 September 2017

<b>SUBJECT OF NON KEY DECISION:</b>	<b>Colsterworth and District Neighbourhood Plan – Correction of Minor Error</b>
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<b>CABINET MEMBER REMIT:</b>	Economy and Development	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	None	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> via your Council and Democracy link	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  <b>Not Applicable</b>	<b>Full impact assessment required?</b>  <b>Not Applicable</b>
<b>BACKGROUND PAPERS:</b>	The Localism Act 2011 ( <a href="http://www.legislation.gov.uk/ukpga/2011/20/contents">http://www.legislation.gov.uk/ukpga/2011/20/contents</a> ) The Neighbourhood Planning (General) Regulations 2012 ( <a href="http://www.legislation.gov.uk/uksi/2012/637/contents/made">http://www.legislation.gov.uk/uksi/2012/637/contents/made</a> ) Colsterworth and District Neighbourhood Plan and background documents which can be found at ( <a href="http://www.southkesteven.gov.uk/colsterworthanddistrictplan">www.southkesteven.gov.uk/colsterworthanddistrictplan</a> ) Notice of result of Poll for referendum 3 August 2017 – Colsterworth and District <a href="http://www.southkesteven.gov.uk/index.aspx?articleid=12476">http://www.southkesteven.gov.uk/index.aspx?articleid=12476</a>	

**(1) PURPOSE OF REPORT**

- 1.1 To consider whether a minor amendment to the Colsterworth and District Neighbourhood Plan should be made, following its adoption on 5 September 2017.

**(2) RECOMMENDATION(S)**

- 2.1 That the modification to the Colsterworth and District Neighbourhood Plan is made.

**(3) REASONS FOR RECOMMENDATION(S)  
(including any alternative options considered and rejected)**

- 3.1 The Colsterworth and District Neighbourhood Plan became part of the Development Plan for South Kesteven on 5 September 2017, following a successful examination and Referendum.
- 3.2 Following this, the Parish Council raised concern that there was a “typo” on the front cover – one of the pictures was incorrectly labelled “North”, rather than “North Witham”.
- 3.3 Whilst the document has been formally made part of the Development Plan, the Town and Country Planning Act does permit minor changes to be made (under Section 61M(4)), which states:  
“A local planning authority may at any time by order modify a neighbourhood development order that they have made for the purpose of correcting errors.”
- 3.4 The typo identified by the Parish Council is an error and can therefore be corrected in accordance with the legislation.

**(4) COMMENTS FROM FINANCIAL SERVICES**

- 4.1 The costs can be met from the Central Government New Burdens grant which is earmarked for use such as supporting new Neighbourhood Planning.

**(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES**

- 5.1 A local planning authority must, by virtue of section 38A (4) (a) of the Planning and Compulsory Purchase Act 2004, make a neighbourhood development plan to which the proposal relates if in each applicable referendum more than half of those voting have voted in favour of the plan unless, the authority consider that the making of the plan would breach, or would otherwise be incompatible with, any EU obligations or any of the Convention rights within the meaning of the Human Rights Act. There is no apparent incompatibility with EU or any other Convention rights.

- 5.2 It is possible to correct minor errors under section 61M (4) of the Town and Country Planning Act 1990, which states:

“A local planning authority may at any time by order modify a neighbourhood development order that they have made for the purpose of correcting errors.”

**(6) OFFICER CONTACT**

Roger Ranson  
Business Manager Spatial and Economic Growth  
01476 406438

**(7) DATE DECISION EFFECTIVE:**

**If decision taken on 2<sup>nd</sup> October 2017 date effective will be 11<sup>th</sup> October 2017**



# **CABINET MEMBER DECISION**

## **Decision:**

**That approval is granted to make the required modification to the Colsterworth and District Neighbourhood Plan.**

### **(1) Details of Decision**

To consider whether a minor amendment to the Colsterworth and District Neighbourhood Plan should be made, following its adoption on 5 September 2017.

### **(2) Considerations/Evidence**

A local planning authority must, by virtue of section 38A (4) (a) of the Planning and Compulsory Purchase Act 2004, make a neighbourhood development plan to which the proposal relates if in each applicable referendum more than half of those voting have voted in favour of the plan unless, the authority consider that the making of the plan would breach, or would otherwise be incompatible with, any EU obligations or any of the Convention rights within the meaning of the Human Rights Act. There is no apparent incompatibility with EU or any other Convention rights.

### **(3) Reasons for Decision:**

The Colsterworth and District Neighbourhood Plan became part of the Development Plan for South Kesteven on 5 September 2017, following a successful examination and Referendum.

Following this, the Parish Council raised concern that there was a "typo" on the front cover – one of the pictures was incorrectly labelled "North", rather than "North Witham".

Whilst the document has been formally made part of the Development Plan, the Town and Country Planning Act does permit minor changes to be made (under Section 61M(4)), which states:

"A local planning authority may at any time by order modify a neighbourhood development order that they have made for the purpose of correcting errors."

The typo identified by the Parish Council is an error and can therefore be corrected in accordance with the legislation.

### **Conflicts of Interest**

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

NONE

### **Dispensations**

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

NONE

### **Decision taken by:**

Name: Councillor Mike King  
Cabinet Member for Economy and Development

**Date of Decision: 02 October 2017**

**Date of Publication of Record of Decision: 03 October 2017**

**Date decision effective** (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

**11 October 2017**





## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>Representations received from non-Cabinet members (LDS236)</b>

<b>Decision Proposal:</b>	Report for information
<b>Relevant Cabinet Member:</b>	Councillor Matthew Lee, The Leader of the Council
<b>Report author:</b>	Jo Toomey, Principal Democracy Officer Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a> Date: 20 September 2017
<b>Reviewed by:</b>	Julie Edwards, Elections and Democratic Services Team Leader Tel: 01476 40 60 78 E-mail: <a href="mailto:j.edwards@southkesteven.gov.uk">j.edwards@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Signed off by:</b>	Lucy Youles, Assistant Director- Legal and Democratic. Tel: 01476 40 61 05 E-mail: <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 3 October 2017

## SUMMARY

This report highlights any representations received from non-Cabinet members since the Cabinet met on 7 September 2017.

## RECOMMENDATION

That the Cabinet considers any representations received from non-Cabinet members in the period since its last meeting on 7 September 2017.

## **1. BACKGROUND TO REPORT**

- 1.1** The Council's Constitution provides a facility for Councillors who are not Cabinet members to make representations to the Cabinet. While it is not necessary for these Councillors to give notice that they intend to make a representation to the Cabinet, notice may be given as a courtesy. When notice has been given, details will be captured in this report.
- 1.2** Members will be updated on any representations received following the publication of the agenda and prior to the Cabinet's meeting through an update report.

## **2. OTHER OPTIONS CONSIDERED**

- 2.1** This report has been introduced as a standing item on the agenda for meetings of the Cabinet. No other options were considered.

## **3. RESOURCE IMPLICATIONS**

- 3.1** There are no resource implications arising from this report.

## **4. RISK AND MITIGATION**

- 4.1** Risk has been considered as part of this report and no specific high risks were identified in its production.

## **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1** No analysis has been completed. This report captures requests made by non-Cabinet members to make representations.

## **6. CRIME AND DISORDER IMPLICATIONS**

- 6.1** None.

## **7. COMMENTS OF FINANCIAL SERVICES**

- 7.1** There are no financial comments arising from this report.

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

- 8.1** The agenda for Cabinet meetings provides an opportunity for Councillors who are not Cabinet Members to make representations to the Cabinet. There is no requirement for any member of the Council who wishes to make a representation to the Cabinet to give notice of their intentions.

## **9. COMMENTS OF OTHER RELEVANT SERVICES**

- 9.1** None

## **10. APPENDICES**

- Appendix A: Overview of requests made by members of the Council who are not Cabinet Members

## **11. BACKGROUND PAPERS**

### **11.1 None**

## **Overview of requests made by non-Cabinet members to make representations to the Cabinet**

No notice of any representation has been given



## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 October 2017</b>
Subject:	<b>Cabinet Forward Plan for the period 1 November 2017 and 31 January 2018 (LDS235)</b>

<b>Decision Proposal:</b>	Report for information
<b>Relevant Cabinet Member:</b>	Councillor Matthew Lee, The Leader of the Council
<b>Report author:</b>	Jo Toomey, Principal Democracy Officer Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a> Date: 20 September 2017
<b>Reviewed by:</b>	Julie Edwards, Elections and Democratic Services Team Leader Tel: 01476 40 60 78 E-mail: <a href="mailto:j.edwards@southkesteven.gov.uk">j.edwards@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Signed off by:</b>	Lucy Youles, Assistant Director- Legal and Democratic. Tel: 01476 40 61 05. E-mail – <a href="mailto:l.youles@southkesteven.gov.uk">l.youles@southkesteven.gov.uk</a> Date: 29 September 2017
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 3 October 2017

## SUMMARY

This report highlights matters on the Cabinet's forward plan for the period 1 November 2017 to 31 January 2018 for decision or recommendation.

## RECOMMENDATION

It is recommended that the Cabinet notes the contents of the report.

## **1. BACKGROUND TO REPORT**

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 sets out minimum requirements for publicity in connection with key decisions. The Council meets these legislative requirements through the monthly publication of its Schedule of Decisions.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take any necessary actions. These are not included in the Schedule of Decisions.
- 1.3** To help Cabinet understand what issues will be put before it in the longer-term, items for consideration have been included in the Cabinet's forward plan (attached as Appendix A to this report). The forward plan also includes details of items scheduled for each of the Council meetings due to be held within the plan period.

## **2. OTHER OPTIONS CONSIDERED**

- 2.1** This report has been introduced as a standing item on the agenda for meetings of the Cabinet. As an item on the Cabinet meeting agenda, the information contained in this report will be published at the next full Council meeting. No other options were considered.

## **3. RESOURCE IMPLICATIONS**

- 3.1** There are no resource implications arising from this report.

## **4. RISK AND MITIGATION**

- 4.1** Risk has been considered as part of this report and no specific high risks were identified in its production.

## **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1** This report provides an overview of the work that the Cabinet will be undertaking. Where appropriate, analyses relevant to its decisions will be presented to Cabinet with reports as individual issues come forward.

## **6. CRIME AND DISORDER IMPLICATIONS**

- 6.1** None.

## **7. COMMENTS OF FINANCIAL SERVICES**

- 7.1** There are no financial comments arising from this report.

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

- 8.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements to which Councils must adhere. Councils may use their discretion to publish information that exceeds the minimum requirements.

**9. COMMENTS OF OTHER RELEVANT SERVICES**

- 9.1** None.

**10. APPENDICES**

- Appendix A – Cabinet Forward Plan: 1 November 2017 to 31 January 2018

**11. BACKGROUND PAPERS**

- 11.1** Section 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012  
(<http://www.legislation.gov.uk/uksi/2012/2089/regulation/9/made>)

**SOUTH KESTEVEN DISTRICT COUNCIL**  
**CABINET FORWARD PLAN**  
**A schedule of key decisions and non-key decisions to be made by Cabinet**  
**1 November 2017 to 31 January 2018**

A key decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates; or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

A non-key decision is one that is not a key decision.

Summary	Date	Action	Overview & Scrutiny	Contact
<b>Cabinet – 9 November 2017</b>				
<b>Community Fund (Key Decision)</b>				
To review progress, criteria and arrangements for determining applications to the Council's Community Fund	9 November 2017 / 7 December 2017	To decide whether to make any revisions to the criteria process for determining applications for grants under the Community Fund	<i>Communities and Wellbeing</i> 5 September 2017 7 November 2017	Councillor Nick Neilson, the Cabinet Member for Communities  Richard Wyles Tel: 01476 40 62 10 E-mail: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>
<b>Trade Waste Scheme (Key Decision)</b>				
To consider introduction of a district-wide trade waste scheme	9 November 2017	To decide whether the Council should introduce a trade waste scheme	<i>Environment</i> 23 May 2017 18 July 2017 26 September 2017	Councillor Dr Peter Moseley, the Cabinet Member for Environment  Ian Yates Tel: 01476 40 62 01 E-mail: <a href="mailto:i.yates@southkesteven.gov.uk">i.yates@southkesteven.gov.uk</a>



Summary	Date	Action	Overview & Scrutiny	Contact
<b>2017/18 Budget Amendments – Revenue (Budgetary Framework)</b>				
	9 November 2017	To decide whether to recommend changes to the Council's Budget to Council on 23 November 2017		Councillor Adam Stokes, the Cabinet Member for Finance
				Daren Turner Tel: 01476 40 63 01 E-mail: <a href="mailto:d.turner@southkesteven.gov.uk">d.turner@southkesteven.gov.uk</a>
<b>Council – 23 November 2017</b>				
<b>St Peter's Hill Re-development - Amendments to Capital Programme</b>				
St. Peter's Hill project update and request to revise the capital programme	23 November 2017	To decide whether changes should be made to the Capital Programme 2017/18	<i>Growth</i> 4 October 2017	Councillor Kelham Cooke, the Deputy Leader and Cabinet Member for Business Transformation and Commissioning
<ul style="list-style-type: none"> <li>• Cinema</li> <li>• Office remodelling</li> </ul>				Councillor Jacky Smith, the Cabinet Member for Health and Wellbeing and Skills
				Neil Cucksey Tel: 01476 40 62 24 E-mail: <a href="mailto:n.cucksey@southkesteven.gov.uk">n.cucksey@southkesteven.gov.uk</a>
<b>Fairer Funding for Lincolnshire</b>				
Report/Motion from Lincolnshire County Council as part of a campaign to lobby government for fairer funding for Lincolnshire	23 November 2017	To debate the motion and make any resolution		Councillor Matthew Lee, the Leader of the Council
				Aidan Rave Tel: 01476 40 63 69 E-mail: <a href="mailto:aidan.rave@southkesteven.gov.uk">aidan.rave@southkesteven.gov.uk</a>
<b>Budget amendments 2017/18</b>				
To receive any recommendations from the Cabinet relating to changes to the Council's Budget	23 November 2017	To make a decision on any proposed changes to the Council's budget		Councillor Adam Stokes, the Cabinet Member for Finance
				Daren Turner Tel: 01476 40 63 01 E-mail: <a href="mailto:d.turner@southkesteven.gov.uk">d.turner@southkesteven.gov.uk</a>

Summary	Date	Action	Overview & Scrutiny	Contact
<b>Report of the Independent Remuneration Panel</b>				
To consider the report of the Welland Independent Remuneration Panel and its recommendations	23 November 2017	To agree a scheme of remuneration for Members		John Cade, the Chairman of the Welland Independent Remuneration Panel Jo Toomey Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a>
<b>Cabinet – 7 December 2017</b>				
<b>Council Tax Base 2018/19</b>				
To agree the Council tax base for 2018/19, which will form the basis of the budget proposals for the year	7 December 2017	To agree the Council Tax base to form the basis of the 2018/19 budget proposals to be recommended to Council.		Councillor Adam Stokes, the Cabinet Member for Finance Richard Wyles Tel: 01476 40 62 10 E-mail: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>
<b>Quarter 2 Performance 2017/18</b>				
To consider the Council's performance in the second quarter of 2017/18	7 December 2017	To consider the report and refer any items to the relevant overview and scrutiny committee for further consideration	Any item referred to an overview and scrutiny committee by the Cabinet will be added to the agenda for the next available meeting	Councillor Kelham Cooke, the Deputy Leader and Cabinet Member for Business Transformation and Commissioning Sam Pearson Tel: 01476 40 63 41 E-mail: <a href="mailto:s.pearson@southkesteven.gov.uk">s.pearson@southkesteven.gov.uk</a>
<b>Lincolnshire Homelessness Strategy (Key Decision)</b>				
To consider the Lincolnshire Homelessness Strategy	7 December 2017	To decide whether to adopt the Lincolnshire Homelessness Strategy	<i>Communities and Wellbeing</i> 7 November 2017	Councillor Nick Neilson, the Cabinet Member for Communities Neil Cucksey Tel: 01476 40 62 24 E-mail: <a href="mailto:n.cucksey@southkesteven.gov.uk">n.cucksey@southkesteven.gov.uk</a>

Summary	Date	Action	Overview & Scrutiny	Contact
Tenant Engagement Framework (Key Decision)				
To review and revise the current framework for engaging with Council tenants	7 December 2017	To make a decision on any changes to the tenant engagement framework	Communities and Wellbeing 7 November 2017	Councillor Nick Neilson, the Cabinet Member for Communities
				Neil Cucksey Tel: 01476 40 62 24 E-mail: <a href="mailto:n.cucksey@southkesteven.gov.uk">n.cucksey@southkesteven.gov.uk</a>
Cabinet - 11 January 2018				
Fees and Charges (Key Decision)				
To consider fees and charges proposals for 2018/19	11 January 2018	To agree the fees and charges to be recommended to Council for inclusion in the budget framework proposals for 2018/19	Budget: 10 January 2017	Councillor Adam Stokes, the Cabinet Member for Finance
				Richard Wyles Tel: 01476 40 62 10 E-mail: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>
Council – 25 January 2018				
Amendment to off-street car parking places Order				
Consider options to introduce a leisure tariff for Welham Street car park in conjunction with the St. Peter's Hill project	25 January 2018	To decide whether to adopt the car parking places order	Growth 4 October 2017	Councillor Nick Robins, the Cabinet Member for Tourism and Visitor Economy
				Neil Cucksey Tel: 01476 40 62 24 E-mail: <a href="mailto:n.cucksey@southkesteven.gov.uk">n.cucksey@southkesteven.gov.uk</a>
Other				
Housing Strategy (Key Decision)				
The key decision to adopt the Housing Strategy was delegated to the Cabinet Member for Communities and Wellbeing at the Cabinet meeting on 7 September 2017	January 2018	To decide whether to adopt the Housing Strategy	Communities and Wellbeing 11 July 2017 5 September 2017 January 2018  Growth January 2018	Councillor Nick Neilson, the Cabinet Member for Communities
				Tracey Blackwell Tel: 01476 40 60 58 E-mail: <a href="mailto:t.blackwell@southkesteven.gov.uk">t.blackwell@southkesteven.gov.uk</a>