

# AGENDA



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

## CABINET

**THURSDAY, 12 APRIL 2018**

**2.00 PM**

**BOURNE CORN EXCHANGE, 3 ABBEY ROAD, BOURNE PE10 9EF**

Aidan Rave, Chief Executive

The Leader	Councillor Matthew Lee, Cabinet Member for HR & Cultural Services (Chairman)
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The Deputy Leader	Councillor Kelham Cooke, Cabinet Member for Business Transformation & Commissioning
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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
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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>
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**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 8 MARCH 2018** (Pages 3 - 8)  

(Enclosure)
- 3     **DISCLOSURE OF INTERESTS (IF ANY)**
- 4     **\*HOUSING STRATEGY** (Pages 9 - 89)  
Report number HS6 of the Cabinet Member for Communities     **(Enclosure)**
- 5     **\*SOUTH KESTIVEN DISTRICT COUNCIL'S RESIDENT INVOLVEMENT  
FRAMEWORK** (Pages 90 - 108)  
Report number Housing 133 of the Cabinet Member for Communities.  

(Enclosure)
- 6     **\*ARTICLE 4 DIRECTION - STAMFORD CONSERVATION AREA**  
(Pages 109 - 121)  
Report number PLA11 of the Cabinet Member for Economy and Development.  

(Enclosure)
- 7     **\*ENVIRO CRIME ENFORCEMENT POLICY** (Pages 122 - 137)  
Report number ENV686 of the Cabinet Member for Environment.  

(Enclosure)
- 8     **ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY  
AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.**  
(Pages 138 - 149)  
Report number LDS276 of the Leader of the Council.     **(Enclosure)**
- 9     **MATTERS REFERRED TO CABINET BY THE COUNCIL OR OVERVIEW &  
SCRUTINY COMMITTEES** (Pages 150 - 159)  
Report number LDS275 of the Leader of the Council.     **(Enclosure)**
- 10    **REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**  
(Pages 160 - 163)  
Report number LDS277 of the Leader of the Council.     **(Enclosure)**
- 11    **CABINET FORWARD PLAN** (Pages 164 - 169)  
Report number LDS278 of the Leader of the Council.     **(Enclosure)**
- 12    **ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF  
SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**



# MINUTES

**CABINET**  
**THURSDAY, 8 MARCH 2018**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

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**THE LEADER: Councillor Matthew Lee (Chairman)**  
**THE DEPUTY LEADER: Councillor Kelham Cooke**

## **CABINET MEMBERS PRESENT**

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

## **NON-CABINET MEMBERS PRESENT**

Councillor Bob Sampson  
Councillor Linda Wootten  
Councillor Ray Wootten

## **OFFICERS**

Chief Executive (Aidan Rave)  
Strategic Director, Environment (Tracey Blackwell)  
S.151/Chief Finance Officer (Debbie Mogg)  
Assistant Chief Executive (Lee Sirdifield)  
Assistant Director, Finance (Richard Wyles)  
Assistant Director, Growth & Development (Paul Thomas)  
Assistant Director, Housing (Harry Rai)  
Assistant Director, Legal & Democratic (Lucy Youles)  
Assistant Director, Transformation & Change (Judith Davids)  
Interim Service Manager, Communication (Adrian Smith)  
Principal Democracy Officer (Jo Toomey)

## **CO124. APOLOGIES**

Apologies for absence were received from Councillors King and Robins.

## **CO125. MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2018**

The minutes of the meeting held on 8 February 2018 were agreed as a correct record of decisions taken subject to the addition of Councillor Bob Sampson to the list of non-Cabinet Members who attended the meeting.



**CO126. DISCLOSURE OF INTERESTS (IF ANY)**

No interests were disclosed.

**CO127. \*WARD MEMBER GRANT SCHEME**

**Decision:**

**That Cabinet approves the implementation of the Ward Member Grant Scheme as set out in report CFM454 and appendix 1 to the report for a one year pilot from 1 April 2018 subject to:**

- **It being made clear that the Ward Member Grant Scheme could not be used as a source of match-funding for the Community fund (or vice versa)**
- **That the Cabinet Member for Communities, in consultation with the Chairman of the Communities and Wellbeing Overview and Scrutiny Committee, makes necessary revisions to the application form to make it clear that it is not necessary for an applicant to the Ward Member Grant Scheme to have match-funding**
- **Members being able to signpost applicants to apply to the Community Fund where they consider it appropriate**

Considerations

1. Report number CFM454 (and the appended application form) of the Cabinet Member for Communities on a pilot Ward Member Grant Scheme
2. Comments made by Cabinet Members at the Cabinet meeting held on 9 November 2017
3. Recommendations made by the Communities and Wellbeing Overview and Scrutiny Committee at its meeting on 23 January 2018 on:
  - The name of the scheme
  - The application process and how payment should be made
  - Criteria for determining applications
  - Restrictions on what it may be used for and the number of times people could apply
  - Dealing with any allocation that has not been spent
  - Possible criteria where a Member might wish to roll their allocation into the next financial year
4. Approval of the 2018/19 Budget by Council on 1 March 2018 which included provision for a Ward Member Grant Scheme

Other options considered:

At its meeting on 9 November 2017, the Cabinet had already agreed its support in principle a Ward Member Grant Scheme.

\* \* \*



During debate Cabinet Members indicated their support for the proposals and made some suggestions to help make the use of the fund as straightforward and clear as possible.

Members did not feel that it was necessary for applicants to have match-funding; there was concern that including a requirement for match-funding would deter those groups at which the fund was aimed. Members agreed that the application form should be reviewed to make it clear that match-funding wasn't required and delegated sign-off of that form to the Cabinet Member for Communities in consultation with the Chairman of the Communities and Wellbeing Overview and Scrutiny Committee.

Cabinet Members also discussed whether the Ward Member Grant Scheme could be used to match-fund applications to the Community Fund or vice versa. Members agreed that as the funding came from the same source, one pot match-funding the other would not be appropriate.

Clarification was also sought on whether a Member could refer an application to the Community Fund if they felt that it was a more appropriate source of funding. Members were mindful that the potential contributions they could offer would be small if they distributed their £1,000 allocation evenly across their Ward.

Members agreed the recommendations in the report subject to the revisions and clarifications that were made during their debate on the Ward Member Grant Scheme.

#### **CO128.      \*LOCAL GOVERNMENT MUTUAL**

##### **Decision:**

##### **The Cabinet:**

- 1. Supports the Council's participation as a Founding Member of a new company limited by guarantee established by the Local Government Association as a Local Government Mutual to provide insurance services and authorises the Leader to submit the Application for Membership (attached as appendix A to report LDS274)**
- 2. Nominates the Leader to be appointed as a Founding Committee Member of the Local Government Mutual to oversee and make strategic decisions in respect of the Local Government Mutual's initial phase of activity pending trading**
- 3. Authorises the Chief Finance Officer to share the Council's relevant risk transfer and protection data with the Local Government Mutual and its suppliers and contractors working on the project on a strictly confidential basis**
- 4. Notes that a further report with a business case for utilising the Local Government Mutual will come back to Cabinet when the**



## **Council's current agreement for insurance cover comes to an end**

### Considerations

1. Report number LDS274 of the Leader of the Council on applying to become a founding member of a new local government mutual company being set up to provide insurance services to local authorities
2. Research undertaken by the Local Government Association
3. The Local Government Mutual would be owned and controlled by its members and professionally managed by Financial Conduct Authority authorised industry experts
4. Details of tasks to be undertaken by founder members and the board of directors
5. There was no obligation on the Council to use the Local Government Mutual
6. The Council currently has a five-year contract with an external provider, which is due to expire on 30 June 2020

### Other options considered:

The Cabinet could consider not becoming a Founding Member of the Local Government Mutual. The options for membership of the Local Government Mutual at a later date have not been established. Deferring membership would mean that this Council would not have the opportunity to become involved in the setup of the company and the rules relating to its operation.

\* \* \*

Brief discussion on the proposals ensued during which a non-Cabinet Member gave their experiences of the creation of an architects' mutual. Cabinet Members clarified that the maximum liability for the Council at this point would be £100 and that the Council would not be obligated to join the mutual when its insurance arrangements were due to be reviewed. Cabinet Members also stated that they were pleased that the Council had the opportunity to play a key role in shaping the national picture.

Cabinet Members agreed the recommendations in the report.

## **CO129. MATTERS REFERRED TO CABINET BY THE COUNCIL OR OVERVIEW & SCRUTINY COMMITTEES**

### **Decision:**

**Cabinet Members stated their commitment to support any campaign against any closure at Grantham Hospital.**

Report number LDS269 of the Leader of the Council summarised the activity of the Overview and Scrutiny Committees since the last report was presented to Cabinet on 8 February 2018.



### Communities and Wellbeing Overview and Scrutiny Committee

The Chairman of the Communities and Wellbeing Overview and Scrutiny Committee said that there were no issues arising from meetings of the Committee that he needed to report to Cabinet. He did however refer to comments that were during the Council meeting on 1 March 2018 regarding Grantham Hospital's Accident and Emergency Department. At that meeting one Member announced that the department was at risk. The Chairman of the Communities and Wellbeing Overview and Scrutiny Committee stated that since that meeting he had contacted the Chief Executive of United Lincolnshire Hospitals Trust, who stated that there were no imminent plans to close the accident and emergency department or change the current arrangements.

The Chairman of the Communities and Wellbeing Overview and Scrutiny Committee asked whether the Cabinet would be prepared to give an indication of its ongoing support to fight any closure. Comments were made about the importance of Grantham Hospital for current and future residents particularly as a result of the Council's significant growth ambitions. All the Cabinet Members voted to show their continued support. A suggestion was made that if required the Cabinet could also write to Lincolnshire Health Scrutiny Committee to indicate the support of the Cabinet and Council.

### Culture and Tourism Overview and Scrutiny Committee

The Chairman of the Culture and Tourism Overview and Scrutiny Committee announced that there would be a visitor economy workshop on Thursday 15 March 2018.

### Rural Overview and Scrutiny Committee

The Chairman of the Rural Overview and Scrutiny Committee stated that there had been no meetings of the Committee since the publication of the Cabinet agenda.

### Environment Overview and Scrutiny Committee

The Cabinet Member for Environment stated that the Environment Overview and Scrutiny Committee had met on 20 February 2018 after the Cabinet agenda had been finalised. Items considered at the Committee's meeting included the legacy of the Big Clean including a review of the budget, a higher streets standard for South Kesteven and enviro crime. An overview of the meeting would be included in the agenda pack for the Cabinet meeting to be held on 12 April 2018.

### Growth Overview and Scrutiny Committee

There had been no meetings of the Growth Overview and Scrutiny Committee since the publication of the Cabinet agenda.



**CO130. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.**

Report number LDS270 informed the Cabinet of decisions that had been taken by individual members since the last meeting of the Cabinet held on 8 February 2018.

**Appendix A:** related to a non-key decision taken by the Cabinet Member for Environment for an extension of the grounds maintenance contract for a further year (to 28 February 2019). The contract was based on an initial term of four years with the built-in option to extend up to a maximum of 2-years. Members were advised that there had been changes to Lincolnshire County Council's sub-contracting of some of the operations covered by the contract. Those elements were removed and any shared work was renegotiated. Grounds maintenance arrangements would continue to be reviewed through the year to see whether the Council should seek to continue its external sourcing or whether other collaborative arrangements were possible.

**CO131. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**

Report number LDS271 of the Leader of the Council informed Cabinet Members that no non-Cabinet Members had submitted requests to speak prior to the publication of the agenda, nor had any such requests been received after the agenda had been published.

**CO132. CABINET FORWARD PLAN**

Report number LDS272 of the Leader of the Council provided an overview of the items that the Cabinet could expect to see on its agenda between 9 March and 31 May 2018. The report also included items that were due for consideration by full Council in that period.

Members were advised that the Higher Street Standard, which was scheduled for consideration at Cabinet on 12 April 2018, needed to be added to the plan.

Members were also advised that work was underway on the review of the Council's asset disposal strategy and that it would be the subject of discussion at a future meeting of the Growth Overview and Scrutiny Committee prior to its presentation at Cabinet.

**CO133. CLOSE OF MEETING**

The meeting was closed at 14:42.

**DATE DECISIONS EFFECTIVE**

Decisions CO127 and CO128 as made on Thursday, 8 March 2018 can be implemented on Monday 19 March 2018, unless subject to call-in by the Chairman of the relevant Overview and Scrutiny Committee 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 April 2018</b>
Subject:	<b>South Kesteven District Council's Draft Housing Strategy Report Number HS6</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: 19 March 2018
<b>Reviewed by:</b>	Harrinder Rai, Assistant Director Housing Tel: 01476 406299 e-mail: harry.rai@southkesteven.gov.uk Date: 21 March 2018
<b>Signed off by:</b>	Tracey Blackwell, Director Environment and Property Tel: 01476 406058 e-mail: t.blackwell@southkesteven.gov.uk Date: 21 March 2018
<b>Approved for publication</b>	Councillor Nick Neilson Date: 21 March 2018

## SUMMARY

This report presents the final draft South Kesteven District Council Housing Strategy 2017-2021 for consideration. The Strategy and Action Plan have been developed in collaboration with Members and representatives from the housing industry, followed by a 6 week public consultation.

As a result of the consultation responses and to ensure that the draft Strategy is up to date following legislative changes and more recent data, a revised draft Housing Strategy and Action Plan have been produced.



A year 1 internal Delivery Plan is proposed, detailing current progress and development against Action Plan activities and planned activities for 2018/19.

## **RECOMMENDATION**

It is recommended that Cabinet:

1. Agree that the revised draft South Kesteven District Council Housing Strategy 2017-2021 is adopted, with the final design being approved by the Cabinet Member for Communities.
2. Agree the proposed Year 1 (2018/19) Internal Delivery Plan and note the progress made to date.
3. Agree that the Cabinet Member for Communities will regularly monitor progress against the 'Action Plan' and report annually to the relevant Overview and Scrutiny Committees.

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

- 1.1. The current Housing Strategy for South Kesteven expires in 2018. Much has changed over the last 6-12 months (including, but not limited to: a new Government focus on housing delivery, a new Planning Act, a Housing White paper and changes to the legislation around private rented accommodation) meaning that an early review of the strategy was considered appropriate.
- 1.2 During 2017 Members worked with Officers to develop a new draft Housing Strategy for South Kesteven "the Strategy". This included two summits to consider wider issues and available evidence, focused workshops and briefing sessions, alongside roundtable discussions with housing industry representatives.
- 1.3 Members of the Communities and Wellbeing Overview and Scrutiny Committee monitored and reviewed progress in the development of the Strategy at meetings on 11 July 2017 and 5 September 2017, and recommended to Cabinet that the Strategy was suitable for wider consultation.
- 1.4 Following approval by Cabinet, wider public consultation took place for 6 weeks between 14 September and 26 October 2017.
- 1.5 The Communities and Wellbeing Overview and Scrutiny Committee considered the consultation responses and the revised draft Strategy at a meeting on 20 March 2018 and recommended that Cabinet agree and approve the revised Strategy, year 1 internal delivery plan and monitoring mechanism.



## **2. SUMMARY OF CONSULTATION RESPONSES**

- 2.1 Prior to the wider public consultation, developers, land owners, other local authorities, registered providers and private sector landlords took part in round table sessions and provided their feedback at this stage.
- 2.2 A full report detailing the results of the public consultation, including the electronic survey which was available through the Council's website (hard copies were also provided on request) is at Appendix 1.
- 2.3 The four key themes identified in the Strategy were used as the basis for a questionnaire. For each theme respondents were asked if they thought the Council should be doing less, more or continue with existing approaches and were also given the opportunity to submit their comments. The questions asked were:
- Do you think that we should be concentrating on making sure that enough new homes are being built in our area?
  - Do you think we should be concentrating on helping people to live in their own homes for as long as they can?
  - Do you think we should be concentrating on working with landlords to improve standards in privately rented housing?
  - Do you think we should be concentrating on meeting the housing needs of our residents- particularly those who are vulnerable?
- 2.4 Each of the themes received a high level of support, with all achieving at least 75% in agreement with the questions posed. In addition, the majority of respondents across all of the themes thought that the Council should be concentrating on doing more.

## **3. PROPOSED AMENDMENTS TO THE DRAFT HOUSING STRATEGY**

- 3.1 The free text consultation feedback has been taken into account and resulted in some minor amendments and clarification. In addition, figures have been updated where relevant to reflect the latest available data. Details of the proposed amendments and summary of comments with associated responses are summarised in Appendix 2. The revised draft Housing Strategy is at Appendix 3.

## **4. DELIVERY AND MONITORING**

- 4.1 The Strategy sets out the strategic direction for housing in the District with the delivery of outcomes achieved through activities detailed in the Action Plan. While the Action Plan describes a number of activities, some of which are already underway or in development, it does not provide full details of how these will be achieved. An internal annual Delivery Plan will provide this overview, with delivery supported by a comprehensive range of existing and new strategies and policies. The proposed year 1 delivery plan for 2018/19 is at Appendix 4.



- 4.2 It is proposed that the Strategy and Action Plan will be regularly monitored by the Cabinet Member for Communities, and progress reported annually to the relevant Overview and Scrutiny Committees, where achievements, progress and any future challenges will be reviewed.

## **5. OTHER OPTIONS CONSIDERED**

- 5.1 The Council's current Housing Strategy runs from 2013 to 2018 and the Council could continue to deliver against this strategy until the end date. However, Members have already been appraised of the recent significant changes in housing policy which prompted the review and which is necessary to ensure that the Council's approach to strategic housing remains relevant and deliverable.

## **6. RESOURCE IMPLICATIONS**

- 6.1 The resources required to produce the Strategy are being met from within existing service area budgets.
- 6.2 The delivery of some outcomes in the Action Plan may result in resource implications. Where additional resource is necessary to support activities this will be considered alongside any other relevant delivery plans (such as the Housing Revenue Account Business Plan).

## **7. RISK AND MITIGATION**

- 7.1 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>
Delivery of Corporate Plan priorities for housing growth	The refreshed housing strategy and associated action plan provide the mechanism to facilitate and drive forward the development of a wide range of homes, while supporting wider opportunities for growth within the district.

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

- 8.1 The Impact Analysis of the Strategy is attached as Appendix 5. This document was originally produced in September 2017 and has been reviewed and updated to reflect the consultation exercise.
- 8.2 The Impact Analysis has identified ways in which the Strategy can positively impact households with protected characteristics.



- 8.3 Outcomes of the Strategy aim to improve the delivery of affordable housing provide choice to enable people to live independently in a home that suits their needs, ensure quality housing in the private rented sector and support housing need. Many of the action plan activities which will achieve these outcomes support low income households, amongst whom protected groups are often disproportionately represented.
- 8.4 Individual Impact Analysis will be undertaken for the supporting policies which will underpin the achievement of the Strategy as they are developed.

## **9. CRIME AND DISORDER IMPLICATIONS**

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

## **10. COMMENTS OF FINANCIAL SERVICES**

- 10.1 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.

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

- 11.1 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.

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

- 12.1 The Housing Strategy and Action Plan has been developed across and with a number of Business and Service Areas.

## **13. APPENDICES**

- 13.1 Appendix 1 – Draft Housing Strategy 2017-2021 Consultation Results
- 13.2 Appendix 2 – Proposed amendments and summary of comments
- 13.3 Appendix 3 – Revised draft Housing Strategy 2017-2021
- 13.4 Appendix 4 – Proposed Year 1 (2018/19) Internal Delivery Plan
- 13.5 Appendix 5 – Stage 2 Impact Analysis



## **14. BACKGROUND PAPERS**

- 14.1 Report HS1: South Kesteven District Council's Housing Strategy, report to Communities and Wellbeing Overview and Scrutiny Committee, 11 July 2017  
<http://moderngovsvr:8080/documents/s18222/Housing%20Strategy%20Report%20for%20Community%20OSC%20110717%20FINALdocx.pdf>
- 14.2 Report HS2: South Kesteven District Council's Housing Strategy, report to Communities and Wellbeing Overview and Scrutiny Committee, 5 September 2017  
<http://moderngovsvr:8080/documents/s18367/HS2HousingStrategyReportCommunitiesOSC050917v3.pdf>
- 14.3 Report HS3: South Kesteven District Council's Housing Strategy, report to Cabinet, 7 September 2017  
<http://moderngovsvr:8080/documents/s18377/HS3.pdf>
- 14.4 Report HS4: Agreement of the draft Housing Strategy and Action Plan for wider consultation, Cabinet Member Decision, 12 September 2017  
<http://moderngovsvr:8080/documents/d902/Printed%20decision%20Agreement%20of%20the%20draft%20Housing%20Strategy%20and%20Action%20Plan%20for%20wider%20consultation.pdf?T=5>
- 14.5 Report HS5: South Kesteven District Council's Housing Strategy, report to Communities and Wellbeing Overview and Scrutiny Committee, 20 March 2018  
<http://moderngov.southkesteven.gov.uk/documents/s19832/HS5%20Draft%20Housing%20Strategy%20post%20consultationv2.pdf>





2017

Draft Housing Strategy 2017-2021 Consultation results

Deborah Wyles – Consultation Officer  
South Kesteven District Council  
December 2017



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## Purpose

1. The purpose of this report is to update the Council, Cabinet and in particular the cabinet member for Communities and Wellbeing - Councillor Nick Neilson - with the results of the consultation that has been undertaken with various stakeholders on the content, approach and actions outlined in the council's draft housing strategy 2017-2021.

## Objectives

2. The objectives of the consultation on the draft version of the housing strategy were identified as follows:
  - a. To communicate to various stakeholders the areas the council would like to concentrate on and the actions that have been identified as being appropriate under each of the areas
  - b. To find out if stakeholders agree with the areas that have been identified
  - c. To ascertain if stakeholders think the council should be doing more, less or about the same as they do now in each of these areas

## Methodology

3. The approach adopted was designed to complement the work that had already been undertaken with members and specific stakeholders during July 2017. This feedback was then used to inform the drafting of the new strategy and in particular the potential areas the council would like to focus on going forward.
4. An electronic survey was prepared that was structured around the four areas of focus. Various stakeholders were contacted and local people were also given the opportunity to respond via social media channels and through traditional media. A copy of the survey has been attached at appendix one.
5. In line with constitutional requirements, the consultation ran for six weeks from the 14<sup>th</sup> September 2017 to the 26<sup>th</sup> October 2017. The vast majority of responses were collected on-line via an electronic link. 72 responses were received.

## Detail

6. The consultation officer was asked to draw up plans to consult with residents, parish councils, registered providers (housing associations), private sector landlords, letting agents and landowners.
7. The approach outlined needed to reflect and complement the roundtable discussions that were undertaken with members, developers, landlords and registered providers during July 2017 - the results of which were reported to Communities and Wellbeing Overview and Scrutiny Committee on the 5<sup>th</sup> September 2017<sup>1</sup>.
8. Feedback from the roundtable discussions was used to inform the content and actions outlined in the draft strategy. Four key themes were identified from these discussions and these were used as the basis of the consultation on the new housing strategy. These were:
  - a. Making sure that enough new homes are being built
  - b. Helping people to live in their own homes for as long as they can

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<sup>1</sup> Please click here to view report

<http://moderngovsvr:8080/documents/s18367/HS2HousingStrategyReportCommunitiesOSC050917v3.pdf>



- c. Working with landlords to improve standards in privately rented housing
  - d. Making sure that we meet the needs of our residents - particularly those who are vulnerable
9. The survey was structured around each of these themes. It included information on what is being worked on under each of these themes, asked respondents if they thought there was anything else that should be included and if they thought the council should be doing less, more or about the same in each of the areas. It also included a link to the strategy so if respondents needed some additional context they were able to access it easily.
10. Nearly 800 stakeholders were contacted by email and asked to complete an electronic version of the survey. The number and types of stakeholders contacted are detailed in the table below:


Stakeholder	Number contacted
Registered Providers	15
Private sector landlords	340
Landowners and developers	181
Town and Parish Councils	78
Other strategic partners identified by housing including neighbouring authorities, Lincs County Council etc	164
Total	778

11. The opportunity to participate in the consultation was promoted in the autumn edition of SKToday<sup>2</sup> (page 9) which was sent to all households in the district and in the autumn edition of Parish Update<sup>3</sup> (page 2) which is sent to all town and parish council clerks. A press release was sent out on 27 September 2017. This resulted in articles in the Grantham Journal<sup>4</sup> and the Stamford Mercury<sup>5</sup> on the 29<sup>th</sup> September 2017 promoting the opportunity to participate to members of the public.
12. The consultation closed on 26<sup>th</sup> October 2017. 72 responses were received, of which 70 were via the link and 2 were hard copies. Additional correspondence was also submitted by 4 stakeholders.
13. The results of the consultation in tabular format are attached at appendix two.

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<sup>2</sup> Please click on link to view article <http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=21513&p=0>

<sup>3</sup> Please click on link to view article

  
SEPTEMBER PARISH  
UPDATE 2017.pdf

<sup>4</sup> Please click here to view article

  
scanned-SARAH MOORE-20170929100050.pdf

<sup>5</sup> Please click here to view article

  
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## The Results

### Making sure that enough new homes are being built

14. The first theme of the 2017-2021 Housing Strategy respondents were asked for their opinion on was building new homes. Stakeholders were told that the council thought this was important and that at the moment, although enough land has been identified as being suitable for housing development, not all of it is being built on.
15. When asked if they thought we should be concentrating on making sure that enough new homes are being built in our area, the majority of respondents (81.2%) thought that we should. A small minority (13%) disagreed with this proposal.
16. When the free text responses to the question asking if there was anything else that the council should be considering were analysed, a number of respondents thought that the number of new homes built should be demand led and that there were strong links to the Local Plan for this reason. Respondents also thought that it was important to ensure that the appropriate infrastructure is in place so that new development is supported. A handful of respondents thought the council should be concentrating on providing affordable homes, and the problem of existing empty homes was also mentioned.
17. Respondents were then given a bit more context on what the council is currently doing in this area and examples of what doing more or doing less would look like. Nearly half (45.6%) thought the council should be doing more as shown in the table below.

Do you think we should be doing less, more or about the same in this area?	Number	%
less	12	17.6
more	31	45.6
about the same	25	36.8
Total	68	100.0

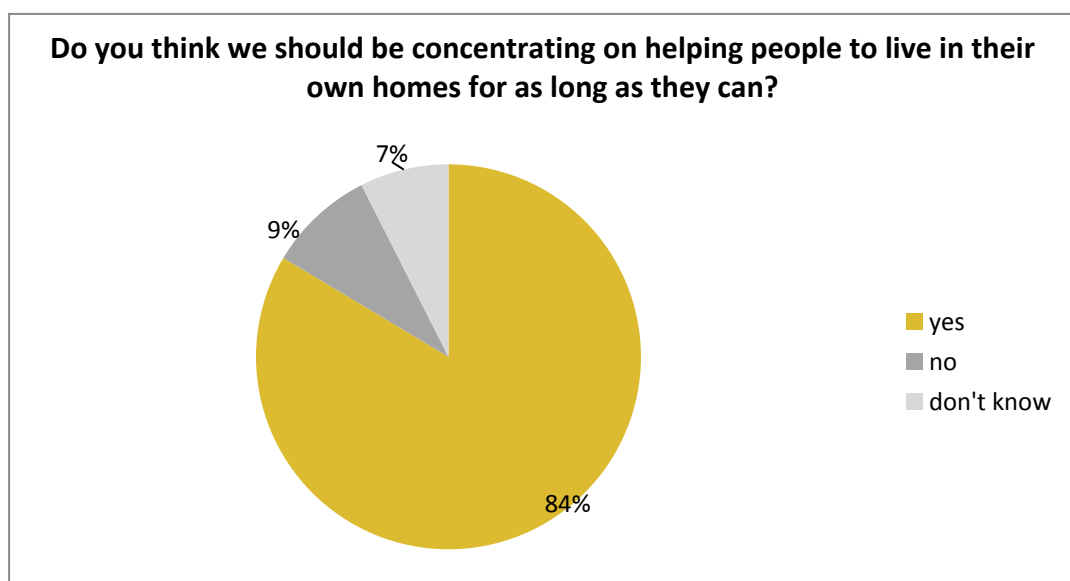
There is strong support for the first theme identified in the draft housing strategy – making sure that enough new homes are being built. A number of respondents thought that the provision of new homes should be demand led and that the appropriate infrastructure should be in place to support development highlighting the links between this strategy and the Council's Local Plan 2011-2036.



## Helping people to live in their own homes for as long as they can

18. The second theme of the draft housing strategy – identified as part of the roundtable discussions held with members and other stakeholders - was to help people to live in their own homes for as long as they can. Stakeholders were told that as people age, they are more likely to live with illness, disability or be frail and might need additional support.

The majority of respondents (83.6%) agreed with this theme as illustrated below:



19. Respondents were then asked if they thought there was anything else the council should be looking at. An analysis of the most popular comments revealed respondents thought helping people to live in their own homes for as long as they can was a must for most people, along with making sure that the services provided to people to enable them to live independently have the capacity to meet demand. They also wanted the council to concentrate on providing more council housing – particularly sheltered housing schemes.
20. When asked if they thought the council should be doing more, less or about the same in this area, half (50.7%) thought that the council should be doing more, with around two fifths stating that they thought the level of service provision should stay the same. Only 6% thought the council should be doing less.

Helping people to live in their own homes for as long as they can was also a theme most respondents agreed with. Some made the point that the services provided to people to help them to do this must have the capacity to meet demand. Providing more social housing which enables people to live independently for longer was also popular.



## Working with landlords to improve standards in privately rented housing

21. The third theme of the draft housing strategy the council wanted to ask respondents about was if they thought working with landlords to improve standards in privately rented housing was something the council should be concentrating on. Just over three quarters (76.5%) thought that it was, with just over 1 in 10 (14.7%) disagreeing.
22. When the free text responses to the question asking if there was anything else that the council should be considering were analysed, a number of respondents thought that the council should work more closely with landlords to improve standards. More guidance for landlords particularly in relation to heating schemes was also mentioned.
23. Those completing the survey were then given a bit more detail on the things the council does at the moment in this area – taking action on any hazards that have been identified in privately rented properties for example – and asked if they thought the council should do more, less or about the same in this area. Just over half (54.4%) thought that they should, with around a third choosing the same level of service that is currently provided (35.3%).

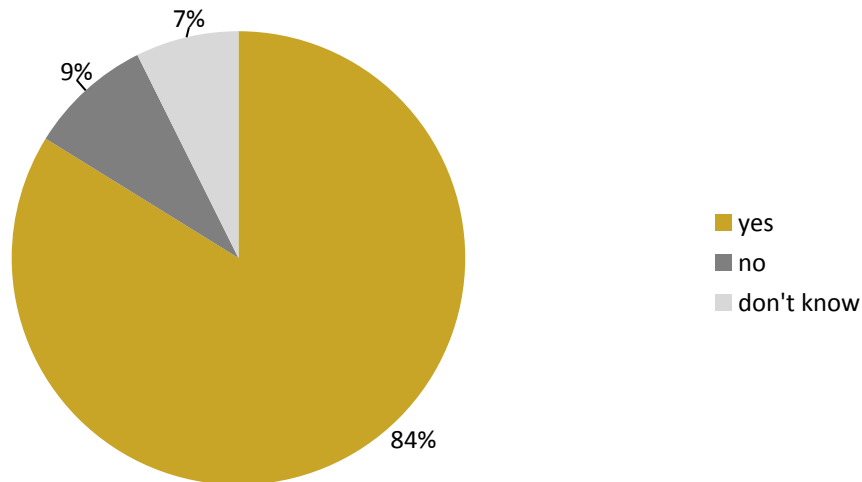
The level of support for this theme of the strategy was still strong – with around three quarters of respondents thinking that the council should work with landlords to improve standards in privately rented housing. A number of respondents thought the council should work **more** closely with landlords to improve standards.

## Making sure that we meet the needs of our residents – particularly those who are vulnerable

24. The final theme of the strategy - identified during the roundtable discussions in the summer by members and other stakeholders – was to make sure that the needs of our residents, particularly those who are vulnerable, are met. Stakeholders were told that it is becoming much more difficult to find and secure accommodation for vulnerable people which meets their needs and that they are able to afford and maintain going forward and that the demand for one and two bed accommodation is increasing and is outstripping supply. 8 out of 10 (83.8%) agreed with this in principle, with less than one in ten (8.8%) disagreeing. This is illustrated overleaf:



**Do you think we should be concentrating on meeting the housing needs of our residents - particularly those are vulnerable?**



25. When asked if they thought there was anything else that should be considered by the council, most people didn't comment. Of those that did, there was an interesting dichotomy. A few people thought that the council should provide more council housing and sheltered housing schemes but a couple of others thought that they shouldn't be helped and should be encouraged to help themselves.
26. Respondents were then given a bit more context on what the council is currently doing in this area and examples of what doing more or doing less would look like. Just under two thirds of respondents (64.6%) thought the council should be doing more, with around a quarter (27.7%) thinking that the amount the council does at the moment is about right.

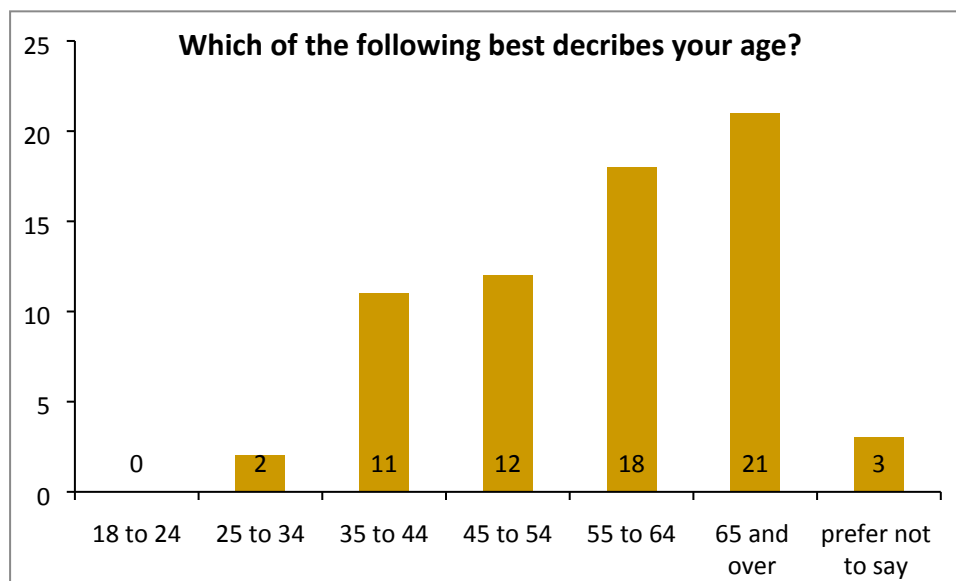
Over 80% of respondents agreed with the final theme of the housing strategy – making sure that we meet the needs of our residents - particularly those who are vulnerable. This theme also had the highest proportion of respondents thinking that the council should do more - 64.6% compared to 54.4% for working with landlords, 50.7% for helping people to live in their own homes and 45.6% for making sure that enough new homes are being built.

## Demographic Information

27. To help ensure that the views of the different stakeholder groups that were asked to participate in this consultation have been reflected in the feedback, respondents were asked to supply some demographic information. This included gender, age, if they considered themselves to have a disability, the type of property they live in, where they live and also their ethnicity.



28. Slightly over half of the respondents were male (52.9%), 4 out of 10 (41.2%) were female with the remainder preferring not to say. Responses were received from each of the age groups as shown in the bar chart below:



29. Around 1 in 10 (10.3%) considered themselves to have a disability in accordance with the definition contained within the Equality Act 2010. According to the Department of Work and Pensions (DWP) Family Resources Survey 2015<sup>6</sup> the percentage of people nationwide who consider themselves disabled is around 21% of the population. Therefore disability is under represented in this sample.
30. Around 90% of respondents described themselves as being white or white British, with just under 5% describing themselves as being Asian or Asian British or of mixed race. This compares to 6.1% of the population as a whole according to some research undertaken by the University of Edinburgh.<sup>7</sup>
31. To ascertain if views from across the district have been captured, respondents were asked to specify the first four digits of their postcode. Responses were received from all areas, as illustrated overleaf:

<sup>6</sup> Please click here to view survey

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/600465/family-resources-survey-2015-16.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600465/family-resources-survey-2015-16.pdf)

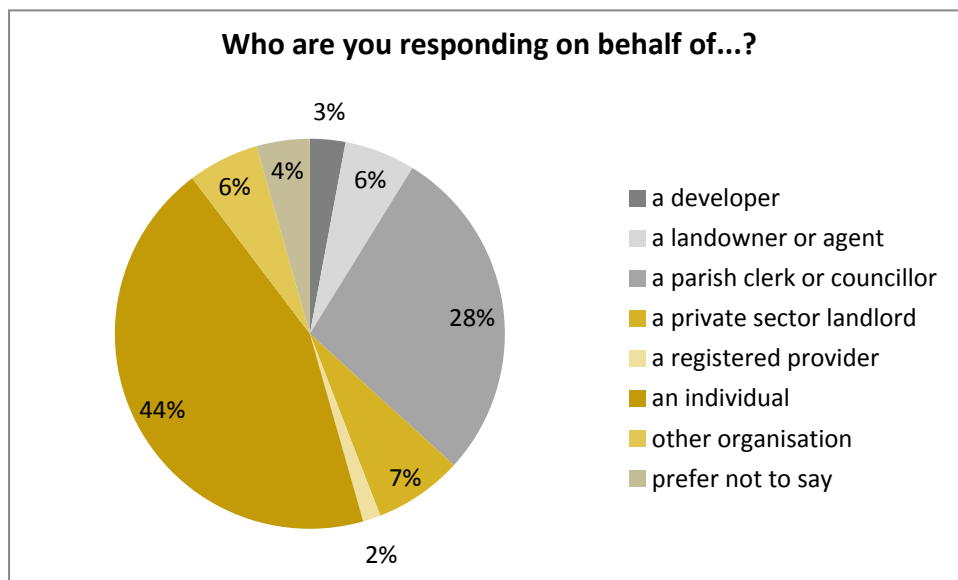
<sup>7</sup> Please click here to view research

<https://www.ed.ac.uk/equality-diversity/monitoring-statistics/some-statistics>



Postcode sector	Number of respondents	Percentage
NG23	5	7.6
NG31	17	25.8
NG32	9	13.6
NG33	3	4.5
NG34	6	9.1
PE06	5	7.6
PE09	8	12.1
PE10	3	4.5
LE15	2	3.0
LN2	1	1.5
LN6	2	3.0
Prefer not to say	5	7.6
Total	66	100.0

32. Over 750 stakeholders were contacted by email and asked to complete an electronic version of the survey. These included parish clerks, registered providers, private sector landlords or letting agents, landowners or agents acting for landowners, developers and representatives from other organisations. Residents were also encouraged to participate – the survey was promoted in the quarterly residents’ magazine SKToday and across local and social media. The chart below illustrates that responses were received from many different stakeholders.



33. Respondents were also asked to specify whether they owned their own home, or if they rented their property. Over half of those who responded owned their own home (57.1%) and a quarter were buying their home through a mortgage (25.4%). A smaller number of people rented their home from either the council (3.2%) or from a private sector landlord (4.8%) and around 1 in 10 (9.5%) didn’t want to specify.




## Conclusion

34. Each of the themes in the draft housing strategy has had high levels of support from stakeholders – with all achieving at least 75% in agreement. An analysis of the free text comments has provided some very useful and informative feedback, including areas where links to other council documents such as the Local Plan should be made. The feedback provided in terms of whether stakeholders would like the council to do more, less or about the same is also very useful as it could be used to help determine service levels and also allocation of resources going forward.
35. The next steps will be to review the strategy in light of the comments submitted - through the survey and as additional letters – and to respond to the correspondence as appropriate. This will be undertaken by the housing strategy delivery group with the amended strategy being presented for approval by council early next year.

Prepared by Deb Wyles  
Communication and consultation  
22<sup>nd</sup> November 2017



## Appendix One – Survey Template



Printed copy of Housing Strategy Consultation 2017-2021

**Introduction**

Having somewhere you can call home is important to everyone. The council understands this and is currently looking at how best we can support and help people who live, or want to live, in South Kesteven.

Working closely with developers, landlords and registered providers ( previously known as housing associations) we have identified what we think our main areas of focus should be for housing in our area, and have drawn up a housing strategy that reflects these.

We think we should be:

- Making sure that enough new homes are being built
- Helping people to live in their own homes for as long as they can
- Working with landlords to improve standards in privately rented homes
- Making sure that we meet the housing needs of our residents - particularly those who are vulnerable

If you would like to know more about the strategy, please click here [www.southkesteven.gov.uk/drafthousingstrategy](http://www.southkesteven.gov.uk/drafthousingstrategy)

Before we go any further, we would like your comments. Is what we think we should be concentrating on important to you? Do you think we should be doing more or less of it and is there anything else we should be looking at?

Please help us by completing this survey. It should take you no more than about 5 minutes.

Thank you.

1





**Making sure that enough new homes are being built**

We think making sure enough new homes are being built in our area is really important. At the moment we know that although enough land has been identified as being suitable for housing development, not all of it is being built on. Current house prices mean buying a home is no longer a realistic option for many people.

1. Do you think that we should be concentrating on making sure that enough new homes are being built in our area?

- ☐ Yes
- ☐ No
- ☐ Don't know

2. Please use the space below to tell us if you think there is anything else we should be looking at .

We are currently working with landowners to explore how we might free up more sites for new homes. We could do more - for example we could buy sites that have already been identified as suitable for housing development so that we are able to build more new homes for sale on the open market and council homes or, alternatively, we could do less - and only encourage the provision of the minimum number of additional homes that are required under planning regulations.

3. Do you think we should be doing less, more or about the same in this area?

- ☐ Less
- ☐ More
- ☐ About the same





**Helping people to live in their own homes for as long as they can**

We think we should be helping people to live in their own homes for as long as they can. Although life expectancy is increasing, as people age they are more likely to live with illness, disability or be frail and need additional support to enable them to live independently. Whilst many older people are home owners, some might not have the disposable income to be able to maintain their homes. This could have an impact on them being able to live in their own homes for as long as they can.

4. Do you think that we should be concentrating on helping people to live in their own homes for as long as they can?

- ☐ Yes
- ☐ No
- ☐ Don't know

5. Please use the space below to tell us if you think there is something else we should be considering.

At the moment we fund adaptations (wet rooms, hand rails etc.) for those who are eligible and provide some extra help and funding for those who need it over and above what we have to. We could do more - increasing the range of support we currently provide and making sure that all the homes we provide are built to lifetime homes standards or we could do less - and just do what we are required to by law and no more.

6. Do you think we should be doing less, more or about the same in this area?

- ☐ Less
- ☐ More
- ☐ About the same





**Working with landlords to improve standards in privately rented housing**

We think we should be working with landlords to improve standards in privately rented housing. This is because 16% of the housing stock in our area is privately rented - around 9000 homes. A quarter of privately rented properties in our area have at least one serious hazard - the most common being a low indoor temperature. The majority have below average energy efficiency ratings - 26% are in one of the two lowest energy efficiency bands (F and G).

7. Do you think that we should be concentrating on working with landlords to improve standards in privately rented housing?

- ☐ Yes
- ☐ No
- ☐ Don't know

8. Please use the space below to tell us if you think there is something else we should be looking at.

We currently inspect all privately rented homes where a complaint has been received, taking action on any hazards that have been identified. We could do more - increasing the amount of two way dialogue we have with landlords and letting agents so they know what they have to do and what they can do to improve housing standards for their tenants for example. We could increase the range of incentives that are available to landlords to encourage them to improve their property or we could do less- only carrying out an inspection when a serious hazard is suspected.

9. Do you think we should be doing less, more or about the same in this area?

- ☐ Less
- ☐ More
- ☐ About the same





**Making sure that we meet the housing needs of our residents - particularly those who are vulnerable**

We think we should be focusing on meeting the housing needs of our residents - particularly those who are vulnerable. It is becoming much more difficult to find and secure accommodation for vulnerable people which meets their needs and that they are able to afford and maintain going forward. The number of affordable housing units and privately rented accommodation for vulnerable people is going down as well, which is making the situation worse. The demand for one and two bed accommodation is increasing and is outstripping supply.

10. Do you think we should be concentrating on meeting the housing needs of our residents- particularly those who are vulnerable?

- ☐ Yes
- ☐ No
- ☐ Don't know

11. Please use the space below to tell us if you think there is something else we should be considering.

At the moment we employ a number of initiatives to relieve pressure in this area. We work with families to enable young people to stay at home rather than requesting social housing for example. We could do more - helping older people in council properties to downsize if they want to or provide housing to meet the needs of younger people or those on low or unpredictable incomes. We could do less and just provide the service we are required to by law.

12. Do you think we should be doing more, less or about the same in this area?

- ☐ More
- ☐ Less
- ☐ About the same





#### Demographic Information

To help us make sure that we have taken the views of **all** our stakeholders into account, we would like to know a bit more about you. Please be assured that any information you give us will only be used to establish if the views we have are representative of the community as a whole. ( in terms of age, ethnicity, disability etc.)

They will not be used to identify you in any way or be passed onto anyone else.

#### 13. What is your gender?

- ☐ Male
- ☐ Female
- ☐ Transgender
- ☐ Prefer not to say

#### 14. Which of the following best describes your age?

- |                                |   |
|--------------------------------|---|
| <input type="radio"/> Under 18 | <input type="radio"/> 45 to 54          |
| <input type="radio"/> 18 to 24 | <input type="radio"/> 55 to 64          |
| <input type="radio"/> 25 to 34 | <input type="radio"/> 65 and over       |
| <input type="radio"/> 35 to 44 | <input type="radio"/> Prefer not to say |

**15. Do you consider yourself to have a disability?** According to the Equality Act 2010, you are disabled if you have a physical or mental impairment that has a substantial and long term negative effect on your ability to do normal activities.

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

#### 16. Which of the following best describes your ethnicity?

- |  |   |
|--|---|
| <input type="radio"/> White or White British | <input type="radio"/> Of mixed race     |
| <input type="radio"/> Black or Black British | <input type="radio"/> Prefer not to say |
| <input type="radio"/> Asian or Asian British |   |

Other (please specify)





17. Please tell us the first four digits of your postcode.

- |                            |   |
|----------------------------|---|
| <input type="radio"/> NG23 | <input type="radio"/> PE06              |
| <input type="radio"/> NG31 | <input type="radio"/> PE09              |
| <input type="radio"/> NG32 | <input type="radio"/> PE10              |
| <input type="radio"/> NG33 | <input type="radio"/> Prefer not to say |
| <input type="radio"/> NG34 |   |

Other (please specify)

18. Are you responding as an individual, a parish clerk or parish councillor, a registered provider, a private sector landlord or letting agent, a landowner or agent acting for a landowner, a developer or on behalf of another organisation or group?

- |  |  |
|--|--|
| <input type="radio"/> An individual                              | <input type="radio"/> A landowner or agent |
| <input type="radio"/> A parish clerk or parish councillor        | <input type="radio"/> A developer          |
| <input type="radio"/> A registered provider                      | <input type="radio"/> Prefer not to say    |
| <input type="radio"/> A private sector landlord or letting agent |  |

Other (please specify)

19. Is your home....?

- |   |   |
|---|---|
| <input type="radio"/> Owned outright                                  | <input type="radio"/> Rented from a registered provider (housing association) |
| <input type="radio"/> Owned with a mortgage, loan or shared ownership | <input type="radio"/> Rented from a private landlord or letting agency        |
| <input type="radio"/> Rented from the council                         | <input type="radio"/> Prefer not to say                                       |

Other (please specify)





Thank you for letting us know what you think. Your comments will help us to develop a strategy that reflects and responds to the housing needs of everyone who lives in South Kesteven.

Please complete and return this survey by October 26th 2017.



## Appendix Two – Results in tabular format

1. Do you think that we should be concentrating on making sure that enough new homes are being built in our area?	Number	%
Yes	56	81.2
No	9	13.0
Don't know	4	5.8
Total	69	100.0

### 2. Free text responses

2. Do you think we should be doing less, more or about the same in this area?	Number	%
Less	12	17.6
More	31	45.6
About the same	25	36.8
Total	68	100.0

3. Do you think we should be concentrating on helping people to live in their own homes for as long as they can?	Number	%
Yes	56	83.6
No	6	9.0
Don't know	5	7.5
Total	67	100.0

### 5. Free text responses

5. Do you think we should be doing less, more or about the same in this area?	Number	%
Less	4	6.0
More	34	50.7
About the same	29	43.3
Total	67	100.0

6. Do you think we should be concentrating on working with landlords to improve standards in privately rented housing?	Number	%
Yes	52	76.5
No	10	14.7
Don't know	6	8.8
Total	68	100.0



8. Free text responses

9. Do you think we should be doing less, more or about the same in this area?	Number	%
Less	7	10.3
More	37	54.4
About the same	24	35.3
Total	68	100.0

10. Do you think we should be concentrating on meeting the housing needs of our residents- particularly those who are vulnerable?	Number	%
Yes	57	83.8
No	6	8.8
Don't know	5	7.4
Total	68	100.0

11. Free text responses

12. Do you think we should be doing less, more or about the same in this area?	Number	%
Less	5	7.7
More	42	64.6
About the same	18	27.7
Total	65	100.0

13. What is your gender?	Number	%
Male	36	52.9
Female	28	41.2
Transgender	0	0.0
Prefer not to say	4	5.9
Total	68	100.0

14. Which of the following best describes your age?	Number	%
Under 18	0	0.0
18 to 24	0	0.0
25 to 34	2	3.0
35 to 44	11	16.4
45 to 54	12	17.9
55 to 64	18	26.9
65 and over	21	31.3
Prefer not to say	3	4.5



Total	67	100.0
-------	----	-------

15. Do you consider yourself to have a disability?	Number	%
Yes	7	10.3
No	60	88.2
Prefer not to say	1	1.5
Total	68	100.0

16. Which of the following best describes your ethnicity?	Number	%
White or White British	57	89.1
Black or Black British	0	0.0
Asian or Asian British	1	1.6
Of mixed race	2	3.1
Prefer not to say	4	6.3
Total	64	100.0

Other

17. Please tell us the first four digits of your postcode.	Number	%
NG23	5	7.6
NG31	17	25.8
NG32	9	13.6
NG33	3	4.5
NG34	6	9.1
PE06	5	7.6
PE09	8	12.1
PE10	3	4.5
Prefer not to say	5	7.6
Other	5	7.5
Total	66	100.0



18. Are you responding as an individual, a parish clerk or councillor, a registered provider, a private sector landlord or letting agent, a landowner or agent acting for a landowner, a developer or on behalf of another organisation or group?	Number	%
An individual	30	44.1
A parish clerk or parish councillor	19	27.9
A registered provider	1	1.5
A private sector landlord or letting agent	5	7.4
A landowner or agent	4	5.9
A developer	2	2.9
Prefer not to say	3	4.4
<b>Other</b>	4	6.0
Total	68	100.0

19. Is your home.....?	Number	%
Owned outright	36	57.1
Owned with a mortgage, loan or shared ownership	16	25.4
Rented from the council	2	3.2
Rented from a registered provider ( housing association)	0	0.0
Rented from a private landlord or letting agency	3	4.8
Prefer not to say	6	9.5
Total	63	100.0

Other



## Appendix Three – Comments from survey respondents – free text responses

### **Making sure that enough new homes are being built**

- Making sure that existing buildings aren't sat empty.
- But only if demand is proven. We do not want housing development for the sake of it. Some councils have built affordable housing and sold them on to London boroughs or other deprived areas with often disastrous consequences.
- When you say "enough houses" do you mean for the local population or is this just open ended so you can build as many as you can fit in.
- Make sure that infrastructure supports the building activity
- More than enough land has been given planning, and that is as far as the council should go - leave the rest to the developers. What particularly concerns me is the concentration on "affordable" - what is needed is more "move up" homes, as the recent building has been too skewed to first-buyers.
- Building new homes should not be done in isolation, infrastructure also needs to be assessed and developed to be able to cope with the extra households. This includes the roads, which already are busy, school places, doctors, dentists, shops that will all need to be able to cope with more people. It's not just about housing.
- Please stop looking short term and look long term, especially at bringing more cash rich people into the area. Therefore, stop only looking at 'affordable' homes. You have rightly said regarding the east coast mainline, which could bring people who work in London (a little more expendable income) into the area. But they want nicer bigger homes. Look at some of the areas in Peterborough (also on the east cost mainline).
- Health, transport, education
- How to speed up and simplify the planning consenting process.
- Making sure that when housing is built that the Council also works towards helping to build communities and a sense of belonging.
- Controlling the landlords. Buying up empty homes
- It is not only the number of houses that should be considered but the right location to make sure the local amenities are capable of coping with the additional demand. You also need to consider that although the Council and the local community want to gain from the S106 or Cil arrangements you have to take account of the landowner's commercial position or the land will not be developed
- Affordability is essential; ensuring all types of housing is incorporated within large building projects.
- Infrastructure to go with house building
- Land that is developed for residential properties needs to be viable and not subject to too many s106 requirements.
- The SKDC should be ACTIVELY pursuing land on which to build council houses for rent. Where State controls hamper this, they should be ACTIVELY lobbying our local MP to remove such impediments.
- It is not just about identifying the land to build the houses; it is also about making sure that they are actually viable to be built in the locations identified whilst providing the services to support that population. It needs to be about being realistic rather than making the actual numbers add up. Whilst this goes against Government directives and thinking, to not do so is storing up problems and conflict. It would be better to have fewer homes and greater certainty that there is a smaller number that can be built with commensurate infrastructure.



- We have no infrastructure regarding roads, everywhere is gridlocked left and right, low bridges do not help rat runs and speeding in certain areas cause problems with residents. Lorries still have to come in and out of the Town and Barrowby Road and surrounding area is getting more of a problem with the volume of traffic using it even without even more households being built here. Cars are having to be parked on roads, often even on footpaths, it is a nightmare to us all.
- Releasing a sufficient amount of land as new housing allocations to meet the objectively assessed housing needs of the District in full.
- Self-build assistance scheme to help first-time buyers onto the housing market.
- Capacity of schools etc
- I think there are too many private houses in Grantham because of traffic problems. I think villages should be responsible. Village people don't shop in Grantham. They don't support our shops. if you don't support our shops you soon or use. 4 low bridges, traffic problems enough is enough. Permission to build opposite Ford Garage should not be allowed.
- Planning for these houses to be built in the right way. In fill development, on a small scale in village settlements has the least impact on infrastructure and the built landscape.
- Sensibly focus on sites for building. The proposed development by Larkfleet at Manthorpe is not sensible given the impact on the environment approaching Belton House and the limiting road infrastructure. I also note that a large plot of land at Gonerby Moor is up for sale. An improvement to the road infrastructure to support development at Manthorpe might go through this land to link with the A607 or alternatively it could be potentially used for housing.
- 1. SUPPORTING PRIVATE HOUSING INVESTMENT WITH THE AIM OF INCREASING SUPPLY TO SOCIAL HOUSING. Hold large developers (respectfully) accountable for delivery of the right mix of housing. Original outline permissions can often 'deteriorate' as they reach the detailed stage - social housing commitments getting watered down 2. INCREASE HOUSING MARKET KNOWLEDGE TO ENSURE THE COUNCIL CAN COMMUNICATE EFFECTIVELY. Extend to boosting the Council's knowledge of housing viability to ensure you maximize the non-market aspect of housing projects, possibly with incentives such as loans to developers as an incentive to speedier construction. 3. WELCOME BUT DO NOT GET DISTRACTED BY POSSIBLY 'FADDISH' ELEMENTS OF HOUSING SUPPLY SUCH AS SELF-BUILD. This will make a very small dent in the overall need, and will tend to benefit those who are wealthier than average 4. WELCOME SYSTEMS/PRE-FABRICATED/MODULAR CONSTRUCTION but check to see if it is actually relevant as an element of local supply. 5. DIRECT INTERVENTION in the housing market, buy land, build Council homes or support registered providers. 6. ENCOURAGE DOWNSIZING, provide worked examples showing how it can be done 7. RECOGNISE THE NEED FOR SITES FOR SMALL BUILDERS to widen the range of sites available to increase supply. As a sector nationally, it is apparently underperforming relative to recent history. HOUSING STRATEGY document is poorly structured; The action plan is a bit vague. It is a very hard read! The best bit of the document is the Action plan at the end. Appreciating the document is a draft, its 'activity focus' does not relate well to the body of the document (the section headings do not follow the same structure, hard to see how the 4 key priorities relate to activity focus). This poor structuring may undermine community engagement.
- I think councils need to be more inventive in their approach with housing even though it is difficult when central Govt withhold funding from them
- prior to more new houses being built the provision of necessary services i.e school places, medical provision, local jobs and leisure facilities for all ages should be given priority
- The quality of life those homes will provide
- There are a lot of properties that already exist that could be redeveloped as well.
- The effects that the closure of Prince William of Gloucester Barracks will have on the area to include use of housing stock and regeneration of the area
- Brown field sites
- roads! Gainsborough Corner and Manthorpe Road Belton Lane junction to name two.



- About 10% of housing stock is empty. This should be brought back into the market, either by compulsory purchase, or on a loan deal. Which I believe is already an option for councils. Unfortunately, this is not done and new houses are being built, normally green belt, and NOT affordable. We need more of the old fashion Council House around the county.
- Affordable rents
- A new hospital
- need to get the mix right on types of homes and types of ownership
- Poor question really, there are lots of things the Local Authority should be looking at as well as housing. Too many to list here.
- Affordable homes in villages to reduce the chances of younger people leaving for cheaper homes in the towns.
- We should be looking at building more in smaller villages 1+bedrooms to enable people to stay in the area plus retirement villages
- Environmentally friendly. All new housing should be built with rain water harvesting and photo voltaic cells on roofs so all housing can produce most of their required electricity. Contractors building within SKDC should be made to only supply housing that incorporates 'green' systems
- Infrastructure, including schools, local shops and roads within the development area
- Play areas, sufficient school places, improved roads and bus services.
- The council seems to build houses in favoured villages and ignore other villages totally
- Careby Parish relies on cess pits which inevitably smell at times, until main drainage is installed
- Villages and hamlets need to grow as well as our towns.
- Provided the infrastructure (utilities, roads, schools) in the areas for these proposed new development can cope.
- Making sure they are affordable & in the right place
- Not impacting negatively on existing housing estates and roads. Build the houses but properly sort out a ring road around Stamford. Don't try and scrimp by joining up with existing estate roads, such as Sidney Farm Lane, making an already overloaded road even more dangerous and busy than it is. School children use this road daily, alongside overweight HGVs who flout the 7.5t rule! This would only get worse and impact on those living on the Rutland Heights Estate and surrounding housing estates.

**Do you think that we should be concentrating on helping people to live in their own homes for as long as they can?**

- This is hugely influenced by individual circumstance.
- There's evidence that elderly people are continuing to live in houses which are too big for them, possibly in the hope of passing their value on to descendants at death. This is an inefficient use of housing stock
- It is a must for most people. Agree with such adaptation where needed.
- There are not enough bungalows being built, which really are the much preferred choice for older people. The six built recently in Marratts Lane sold in seconds.. we need more !
- I don't know enough about the policy but feel if people can live in their own home, they should.
- This is only temporary. What happens when this person passes away? Will the home be suitable for another?
- Lifetime Homes are sensible but only on a proportion of new homes - to insist every new house was built to this standard would be overkill.
- Working with other professionals to ensure that helping people to stay in their own homes is actually the right thing to do for them. It is good to keep people in their own homes - it gives a sense of security - however, sometimes in doing so we make people potentially more



vulnerable. It is vital that we safeguard vulnerable individuals and that doesn't always mean keeping them in their own homes.

- Check the voters register and gauge council tax according to age.
- Encouraging people to live in existing homes does not promote a healthy housing market. Bringing forward land and development opportunities that provide a mix of housing is more productive
- Making sure that the services have the capacity and skills to meet the needs of the people requiring help
- It might also be possible to keep older people independent by encouraging co-habiting
- I think people should live in their homes for as long as possible but that modern assisted living schemes should still be built to accommodate and help those who cannot look after themselves 100% of the time.
- If you build low rise council flats as a form of future sheltered housing, with sufficient land to enable those who can to garden along small allotment line, then you could encourage current tenants to move to those flats and free up their current accommodation for others. You can then concentrate services on these low rise dwellings to enable tenants to occupy them for longer.
- Whilst I agree we should be doing more to help people stay in their own homes, there needs to be a realisation that their home may need to be another smaller one that does not require the high level servicing that many have. Schemes that encourage people to move to smaller more sustainable homes should be considered.
- Out of town areas where traffic keeps the through roads of the town flowing with shopping areas more local to homes. I.E. a more village-like situation.
- We have answered this question as "don't know" on the basis that we think the real answer should be both "yes" and "no". The release of new land to deliver additional housing sites will also enable the provision of more housing choice, allowing people to make decisions in respect of the type and size of home they want to live in. For example, an older person may wish to down size to a smaller house; however, a house to meet their specific needs may not currently be available. This is something the delivery of more homes in the District could remedy.
- If this is the patients/persons wish
- Social housing is important
- I think that there does need to be an increasing supply of housing suitable for older people. Not necessarily bespoke developments, but a more diverse built landscape e.g, you never see a bungalow built of a new development, unless its an over 55 development.
- PROMOTE LIFETIME HOMES PRINCIPLES as a major part of new market or social house construction i.e., Inclusive, accessible, adaptable, sustainable, good value. This will assist people living in their homes as long as possible
- The cost of nursing/residential care and social care is expensive maybe be more flexible with the funding as people do much better in their own environment/homes.
- more affordable ( poss council run)sheltered accommodation with warden - giving elderly persons independence but with more safety and security also often saving on outside support especially with communal rooms so that they see other people as they wish and avoids loneliness and depression
- The provision of quality care they will receive to maintain their independence
- supporting people in their own home is clearly better for the individual and when done well is a more financial viable option
- Engaging with the families to help keep their elderly relatives in their own homes
- Why?



- Yes, but there come a time where the elderly would be better served and looked after in a council built/controlled residential home. Again this is left to private concern and the cost is enormous to allow them to make massive profits.
- With appropriate care packages when needed
- Upgrade all boilers for pensioners and families with young children.
- Council-run care homes
- help needed to make this more viable in the rural areas
- See answer as before
- Nothing further to add
- Each person has different needs but without additional funding eg social care, NHS the district can only play a small part, it needs to be a joint effort
- SKDC building complexes like McCarthy and Stones Martin Court in Grantham. People live in their own flats but have a 'caretaker' during office hours and communal areas to socialise.
- Care within the community for elderly folk and those people that need help when they can't live on their own, more care homes
- Dr's surgery places, policemen.
- Not sure
- Already struggling to find care for the elderly living in their own homes, more help needed
- Our hospitals, doctors, social services need to adapt to make this possible
- Providing there is the finance in place to fund the extra carers that will be needed and to ensure that they are paid at a wage and receive training commensurate with the important job that they do.
- Homes for young people leaving home!! It's all well and good keeping the elderly in their homes, but people need to be able to afford these homes in the first place to grow old in them!!

**Do you think we should be concentrating on working with landlords to improve standards in privately rented housing?**

- Not letting private landlords sit on empty properties.
- Go after the small number of rogue landlords, whose properties are neglected and overcrowded. The rest of the market works well.
- Is it possible to cap the cost of privately renting?
- One problem is that a lot of the housing stock is Victorian, and these homes are a heating disaster whether owner-occupied or rental sectors. What I thought was good was the cheap insulation scheme we had ten years ago and I would really like to see that brought back.
- All private housing stock should have a minimum standard.
- Landlords should be encouraged to make the home more efficient. Not sure how a minute?
- Ensure the landlords are responsible for the council tax and water rates. This can be distributed through the tenants rent.
- There has to be a balance of forcing private landlords to provide suitable accommodation and forcing them underground with unregistered tenancies. If you target the easy market and penalize those landlords who want to be good landlords you will simply increase the number of unscrupulous landlords who will do the minimum to meet the legal requirements.
- Not really
- Have a scheme that helps to provide solar panel heating for all privately rented homes in the district



- There will always be a problem in this area until and unless there is legislation requiring private landlords to meet a minimum standard for insulation and efficiency. Accordingly, SKDC should investigate the generation of byelaws to cover this aspect.
- It is up to the landlord to make sure the standard is met but up to the Council to set and enforce the standards. The Council should not be paying for the improvements.
- Convenience of lifestyles for all ages including medical facilities, shopping i.e. Corner shop facilities, better public transport into the town as well as further afield.
- Again, we have answered "don't know" on the basis of our answer being both "yes" and "no". The Council should work to improve the standards of existing houses. However, we believe more emphasis should be made on releasing additional housing sites to meet the housing needs of the District in full over the next 15 years.
- Develop schemes to increasing ownership and move away from rental dependency.
- Should be concentrating on ensuring the houses owned by the council are sorted/dealt with and let the letting offices deal with private lets
- I think social workers should be used more, but the NHS is struggling
- Publishing clear guidance to Landlord about how grant funding can be used to improve properties and energy efficiency is paramount.
- Some good work already done, but please consider reviewing effectiveness of your whole service for private rented housing . 2.Acknowledge the possibility of growth in institutional investment in homes for market rent that may affect your future services as a regulator of quality.
- More 1 2 1 working with landlords to improve accommodation standards, maybe have incentives of sorts to achieve this.
- this is a good step, but it should be supportive and not financially crippling for landlords
- Continue to work closely with landlords who have elderly tenants
- Each house/flat/room should reach a certain standard, this should be enforceable. However, we then get to a point where the landlord could stop letting and /or sell the property or the worse scenario, leaving it empty.
- Private rent is expensive and not always great standard of living in quality of homes, so applaud more involvement to ensure safe living standards
- You should inspect private letting some     You should inspect private lets before tenants move in.
- how we mandate owners to improve the housing quality
- No, this should be left to market forces. In April 2018 26% of the housing stock in F & G won't be lettable and these typically house the Housing Benefits claimants. This will cause problems!
- You need to lead by example and but also work with landlords in the private sector
- Older housing will never be up to the standard of eg heat retention when compared to modern housing, especially if it is a listed building. Money could be wasted trying to bring privately rented housing up to modern standards, money better spent on 'passive' new builds with ultra-low energy buildings that require little energy for space heating or cooling.
- The council should be building houses/flats for the younger people to help get them move out of home.
- We need more home helps etc.
- Not sure
- Increase inspections of private rental properties
- Landlords are running a business so that they need to ensure they can guarantee that the rent will be met. Many are reluctant to let to social housing tenants (esp if they do not have a guarantor) due to the uncertainties around rental payments. Action should be taken



against Landlords who let unsuitable properties or who charge extortionate rents. They give the rest of us a bad name!

- You should make new homes affordable so that people don't need to rent and put themselves in danger of "low indoor temperature" What a waste of taxpayers money!!!

**Do you think we should be concentrating on meeting the housing needs of our residents- particularly those who are vulnerable?**

- Building more appropriate housing for vulnerable people, maybe not permanent homes but places they can receive help & skills development whilst waiting for the right accommodation.
- Too much is done for the "most vulnerable" and nothing like enough to help the "just managing" who actually pay for it. Thus more focus on self-help schemes with guidance/ideas on helping people improve their own situation. Why not, for example, form a partnership with Wickes who used to have lots of useful brochures on insulating your house? More generally, the whole Victorian-era housing is a national problem and really the council needs to be part of an advocacy group to get simple improvements engineered by Building Research Establishment and then rolled out nationwide. Kesteven is not going to be able to fix Victorian housing by themselves.
- Not sure.
- Care in the community is a joke. No-one takes responsibility. It should be all agencies and the vulnerable person.
- You won't achieve this through the private sector. Rather than insisting on affordable housing being provided on site by developers (which affects the commercial viability of the development) you should consider taking a S106 payment and constructing formal council housing to a design and style that meets the local needs.
- Not really
- See comments regarding council accommodation for elderly in general.
- The Council should be firmer and less swayed by developers in ensuring that a range of homes are provided. There is a understood need and all builders should provide options.
- Something to be worked out that residents do not have to suffer from the problems of having certain people in areas where they are causing misery for other residents such as drugs and break ins. Community rooms in certain areas to be used by local residents to get together.
- This should be achieved through the release of sufficient new housing land through the Local Plan in order to meet the objectively assessed housing needs of the District in full.
- Slightly leading question! Yes it is important but whether we should be concentrating our efforts in this area is probably a no and looking at ways to assist residents in helping themselves.
- Empty council houses, time/money should be spent making these into flats? to house single people or small families, rather than properties being left to go to ruin
- don't sell off council houses
- Councils need to have a more dynamic approach to housing generally and I understand the complexity of meeting everybody's needs is difficult but maybe thinking more outside the box might help. What is happening in other countries with rented accommodation might be a start.
- See previous comments regarding provision of affordable sheltered accommodation
- it is important that this is done alongside other infrastructure... ie A & E, education and road provision
- Yes to question 10 but with the help of government agencies and families
- We should look after the vulnerable in our society as a civilised country



- But again, it's just one of the groups of people that need help. Again, unfortunately the builders only want to build big expensive houses, FOR profit. AND the councils let them, every time. This can be stopped at planning stages, or change the law to build more affordable housing/flats (1 or 2 beds) then the current laws.
- Not enough housing adaptations available for families with autism. Coal fire & 2 autistic sons has been a nightmare.
- working with other agencies to reduce vulnerability. If we don't the problem will just get worse and you will always be playing catch-up
- Local Authority policies are self defeating and are alienating private landlords who do not wish to provide housing for vulnerable people.
- we need to provide housing for disabled not just in towns but also rural areas where they can be close to family, therefore we should build properties which can be easily adapted
- See previous answer re Martin Court
- Perhaps flats within a complex that also have the facilities to cater for vulnerable and young
- Houses for first time buyers.
- Not sure
- In addition to providing appropriate housing the council should lobby central government for fairer funding to allow for other interventions to occur to support the vulnerable who live in the district.



## Proposed amendments following consultation

The table below sets out potential amendments to the South Kesteven District Council draft Housing Strategy 2017-2021. These amendments have been made to ensure that the final strategy is up to date and reflects comments received through the wider public consultation.

Amendment	Reason
Update to text to include reference to the retail outlet village on Spitalgate Level, Grantham	Since the publication of the draft strategy for consultation this site has received planning approval (subject to finalisation of relevant planning conditions)
Update to 'Achievements' text to reflect latest available figures	To ensure that data provided is as current as possible
Additional text in 'Links to other strategies' referring to reviews of relevant policies in light of the direction of the housing strategy as these will form the mechanism to support the delivery of the strategy action plan	As a result of a response to the public consultation, the additional text provides clarity
Updates to 'A snapshot of South Kesteven' to reflect latest available figures	To ensure that data provided is as current as possible
Additional text in 'A snapshot of South Kesteven – our residents' to provide information on the proportion of residents born outside of the UK	As a result of a response to the public consultation, the additional point provides data on migration
Updates to text in 'Challenges' to reflect latest available figures	To ensure that data provided is as current as possible
Deletion of statement in 'Supporting housing need' referring to the extension of welfare reforms relating to local housing allowance levels to social rented housing	Government is no longer pursuing plans to introduce the local housing allowance cap for supported and all social housing
Numbering of the 'key outcomes'	To allow easy reference and correlation with the action plan
Key outcome 1.5 expanded to include relaxation of restrictions on borrowing	Following Autumn Budget announcement on raising the HRA funding cap in areas with high affordability pressures, but the criteria are not clearly defined
Key outcome 2.5 amended to include 'land' in addition to property	Allows for a wider scope against this outcome
Additional section entitled 'Monitoring Outcomes'	Provides clarity regarding monitoring of progress against the action plan
Additional column to Action Plan to include a responsible lead for each activity	Provides accountability for delivery of outcomes
Action plan outcomes now numbered and linked to specific activities	Provides link between the activities and specific outcomes
Action plan activities have been numbered	To allow for easy reference and monitoring
Additional Action Plan action inserted (T3.7) to maximise opportunities available from assistive technology	As a result of feedback to incorporate new technology solutions
Additional Action Plan action inserted (T4.4) to review incentives available to the private rented sector	As a result of feedback to ensure the benefits are maximised



## Summary of comments with responses

A large number of comments were made in free text areas of the online survey and several more detailed responses were received through the consultation process. A full list of comments is provided in the Consultation Results document, however, the table below provides a summary of the most significant and frequently raised issues.

Issues raised relating to: Making sure enough new homes are being built
<ul style="list-style-type: none"><li>• A number of respondents thought that the number of new homes built should be demand led and that there were strong links to the Local Plan for this reason</li><li>• Respondents also thought that it was important to ensure that the appropriate infrastructure is in place so that new development is supported</li><li>• A handful of respondents thought the council should be concentrating on providing affordable homes</li><li>• The problem of existing empty homes was also mentioned</li></ul>
Response
<ul style="list-style-type: none"><li>• The calculation of local housing need is based on a national formula and is considered further in our Local Plan which is currently under development</li><li>• Outcome 2.2 relates to the upfront delivery of essential infrastructure on key development sites</li><li>• Several activities support the provision of affordable homes, particularly in rural areas</li><li>• Making the best use of existing properties is an activity area in the action plan</li></ul>

Issues raised relating to: Helping people to live in their own homes as long as they can
<ul style="list-style-type: none"><li>• Respondents thought helping people to live in their own homes for as long as they can was a must for most people</li><li>• Making sure that the services provided to people to enable them to live independently have the capacity to meet demand.</li><li>• They also wanted the council to concentrate on providing more council housing – particularly sheltered housing schemes</li></ul>
Response
<ul style="list-style-type: none"><li>• The comments reflect the intended outcomes for theme 3 of the strategy</li><li>• The action plan contains actions focusing on the provision of specialist housing</li></ul>

Issues raised relating to: Working with landlords to improve standards in privately rented housing Do you think we should be concentrating on working with landlords to improve standards in privately rented housing?
<ul style="list-style-type: none"><li>• A number of respondents thought that the council should work more closely with landlords to improve standards.</li><li>• More guidance for landlords particularly in relation to heating schemes was also mentioned</li></ul>
Response
<ul style="list-style-type: none"><li>• Increasing engagement with landlords and providing support are activities detailed in the action plan</li></ul>



Issues raised relating to: Making sure that we meet the needs of our residents –particularly those who are vulnerable

- Comments were split between those who thought that the council should provide more council housing and sheltered housing schemes and others who thought that they shouldn't be helped and should be encouraged to help themselves. However, 65% thought that the Council should be doing more
- A comment was received relating to housing provision for members of the Armed Forces and recognition that the Council is a signatory to the Armed Forces Covenant

Response

- The action plan contains a number of activities which support the needs of vulnerable residents as well as those which have wider benefits for residents
- The needs of members of the Armed Forces are reflected in the Council's Housing Allocation Policy where priority may be given in some circumstances

General comments

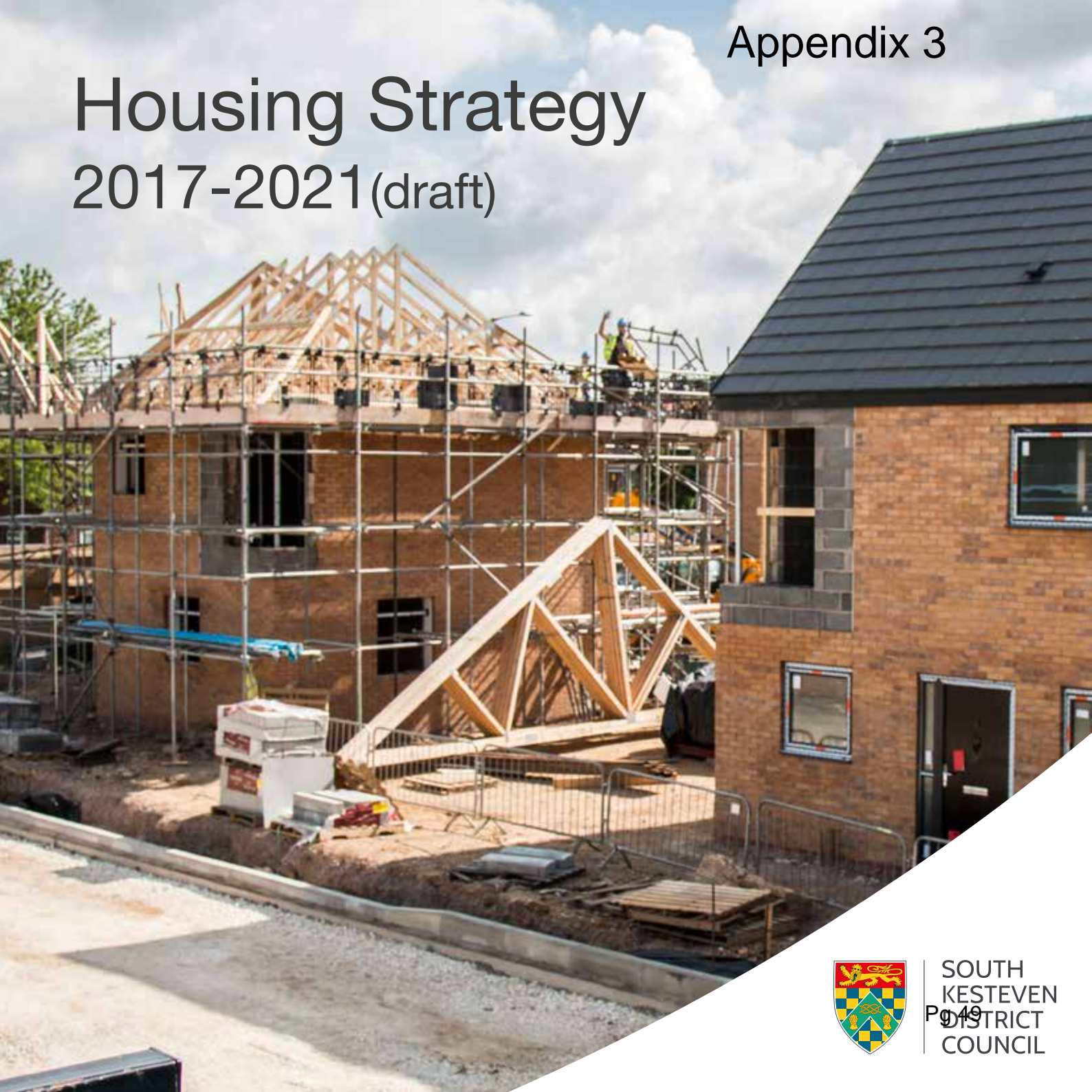
- The inclusion of more data from the Office for National Statistics, particularly in relation to migration and nationality
- That measures to reduce fuel poverty should be across all tenures and not just in the development of new social housing and affordable homes
- Recognition that the strategy is high-level so there is little detail on delivery, how will the actions be delivered

Response

- The 'snapshot' information is not intended to be exhaustive, however, statistics relating to migration will be added
- The wider issue of cross tenure fuel poverty will be considered in the review of the private sector housing policy
- The strategy sets the strategic direction for housing in the district and while it describes a number of activities it is not intended to offer every detail of how the outcomes will. The text has been amended to clarify that the delivery of the strategy will be supported by our existing policies and plans which will be reviewed and revised as appropriate to support the activities and delivery of the outcomes.



# Housing Strategy 2017-2021 (draft)





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# Foreword

South Kesteven is an attractive, prosperous and safe place to live, work and visit. Its rural areas are consistently rated as among the best in the county by the Halifax. Covering over 365 square miles, the district has four 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 - particularly outside Stamford - 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 creation of Spitalgate Garden Village development 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 retail outlet village and business park creating 4000 new jobs and opportunities for companies to grow.



Councillor Nick Neilson  
Cabinet Member for Communities  
South Kesteven District Council

However, we have some significant housing challenges: some 22% of our population is aged over 65, and this is expected to grow to 31% by 2039; demand for homes continues, although housing is becoming gradually less affordable 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 our position and establish new priorities to address the changing environment in which we are working.

Our Housing Strategy 2017-2021 is an overarching document which takes account of the main national and local issues that are likely to affect our district in the near future. It sets out our challenges and how we will address them, focusing on delivering outcomes across four core theme areas. The actions needed to support this are detailed in our action plan.



# Vision

At the heart of the strategy is the belief 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 helps create a community where people want to live, work and invest.

To meet this vision, four themes areas have been identified and developed to help us to address the challenges and achieve the best possible housing outcomes.

**These are to:**

1. 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) that meets their needs
4. Encourage, support and regulate the private rental sector to provide well managed, safe homes.





Help meet the  
housing needs  
of residents



# Achievements

Since the start of our previous Housing Strategy in 2013 the economic climate has presented a range of challenges. Despite these challenges, a list of things have been achieved, including:

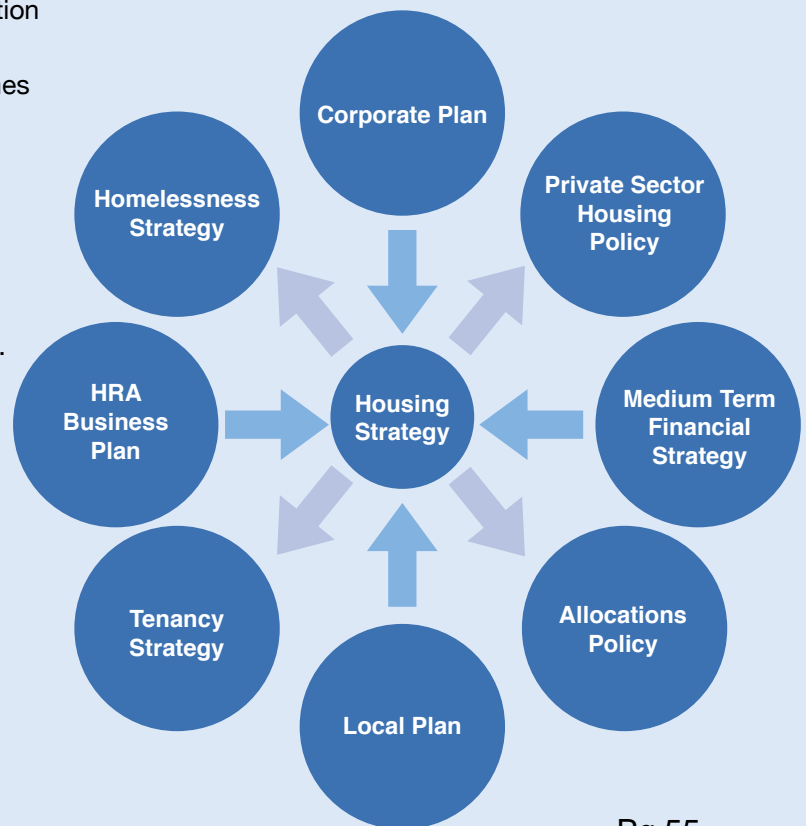
- 2,700 new homes delivered (net)
- 502 new affordable homes created
- 3,784 dwellings with planning consent (as at 31 March 2017)
- Consulted on a new draft local plan with land allocations, representing a total of 17,000 new homes by 2036
- External wall insulation retro-fitted to 770 council homes
- Improved the homes of 321 vulnerable owner - occupiers through grants
- Funded disabled adaptations to 356 private sector homes
- Helped 148 households to move from overcrowded housing
- Secured Central 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 Council plans, policies and strategies, providing a framework for the delivery of SKDC's housing priorities. Where relevant, these documents will be reviewed to reflect the direction of our housing strategy, providing the mechanism to support the activities and deliver many of the outcomes detailed in our action plan.

Importantly, the Council cannot deliver this strategy in isolation. 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 around 140,190 (2016 mid-year estimate)
- The population is predicted to increase by 14%, to 162,400, by 2039
- 60% of our population is of working age, with an upward trend in the number of people who are 65+ years
- Around 9% of our residents were born outside of the UK
- Life expectancy is 84 years for women and 80 for men
- There are approximately 149 people per km<sup>2</sup>. The Lincolnshire average is of 125 people per km<sup>2</sup>
- Households are becoming smaller, with 28% of households being single
- The average gross full-time pay earned by a person living in South Kesteven is £499 per week (2017)
- The number of people applying to SKDC as homeless, has risen by a third since 2010/11
- There are around 3,470 people on SKDC housing register, of which 23% have recognised housing need
- Levels of disability are increasing at the same rate as the rise in population. 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 2037
- 67% of households own their own home, 20% rent privately and 13% live in a social housing (2017). The private rental sector has grown from 11% in 2009, while owner occupation has reduced by 9%
- It is estimated that 15% of owner occupied and 18% of private rented properties have a serious hazard in the home
- Approximately 8% 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 11,000 homes (19%) are not connected to the mains gas network, reducing fuel choice and impacting on affordability
- 1% of homes in the district have been empty for more than six months
- More than 50% of those on our housing register are in need of one-bedroom accommodation
- The use of temporary accommodation is increasing due to the lack of affordable housing solutions locally.





Grantham Canal at Woolsthorpe by Belvoir



### **Housing costs**

- The median house sale price in South Kesteven in the year ending June 2017 was £191,000 (up from £153,748 in 2012). This is the highest in Lincolnshire. Sale prices ranged from around £263,000 for a detached house to £107,250 for a flat/maisonette
- The median house price is 7.4 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 2016-17 was £592. Rents vary across the district, with levels in Stamford typically higher than in Grantham
- Around 11 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 503 completed between April 2013 and September 2017. Of these, 78% were first time buyers. This growth in demand from first time buyers is helping to stimulate the supply of housing.

### **Our economy and growth**

- South Kesteven has a projected need for an additional 625 new homes per annum. 478 new homes were completed in 2016 -17, of which 28 were classed as affordable
- Our draft Local Plan contains a projected target of between 680 and 720 dwellings per annum
- There were 2,689 house sales in the district in the year ending June 2017. The majority were detached properties (45%), followed by semi-detached (26%), terraced (22%) and flats/maisonettes (7%)
- The districts grammar schools and academies are high-performing, with over 70% of students achieving a 4-9 pass (9 being the top grade) in English and Maths GCSEs in 2016/17. However, only 30% of our residents are educated to degree level and above, lower than the regional and national average of 35%, reflecting elements of our local jobs market
- Employment levels are high, with the unemployment rate standing at 3.2% (October 2016 to September 2017) in comparison with 4.5% nationally
- Employment is forecast to grow by 16% during the period 2011 to 2036
- In 2017 there were 5,920 enterprises in the district, a 6.5% increase on 2015. 98% of these enterprises have less than 50 employees.





Residents are using the  
Help to Buy Equity Loan  
Scheme for new homes.



### **Our health and wellbeing**

- According to The Index of Multiple Deprivation 2015, SK is one of the least deprived districts, ranking 233 out of 326
- The Grantham Earlesfield and Grantham Harrowby wards are the most deprived, while Stamford St. Johns was the least deprived area in the district
- About 15% of children live in low income families. The Child Poverty Act 2010 set a target of 10% by 2020.
- Over the period August 2013 – July 2016, 244 winter deaths occurred compared to the average number of non-winter deaths. This is not significantly different from the average across England
- 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 that limits day-to-day activities 'a little', while 6,298 report this as 'a lot'
- Fifteen percent of those with an evidenced need on the housing register are living in conditions considered to be 'crowded'.



# Challenges

The Government's Housing White Paper 'Fixing our broken housing market', published in February 2017, represents a shift in Government policy focus towards a tenure neutral approach to increasing the speed and quantity of housing supply.

SKDC is 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 and need to work with our partners to achieve our goals.

## **Delivering new homes**

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

The forecast increase 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 SKDC has 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 working with

landlords to bring empty homes back into use. As a stock retaining authority, South Kesteven District Council has 6,071 properties (as at 23 January 2018). Under-occupation is a barrier to better utilisation, so we need to develop a better offer for people to enable them to downsize to homes that better meet their needs.

## **Ensuring quality housing**

*Challenge Statement: Privately rented properties make up 20% of the housing stock in South Kesteven. 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 often accept poorer quality housing at a price they can afford.

We will need to use 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 rented and remain affordable. **Pg 61**



A photograph of two elderly women with white hair and glasses, smiling and eating at a table in a kitchen. The woman on the left is wearing a blue patterned shirt and a necklace, while the woman on the right is wearing a grey sweater and a colorful scarf. They are both holding forks and eating from plates. A white mug is visible on the table. The background shows a kitchen with a stove and a toaster.

Providing choice  
for older people



### **Providing choice for older and disabled people**

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

The ageing population puts an increased demand on a particular sector of the housing market, including specialist and supported housing. Increasing emphasis is therefore being placed on re-designing service offers from health, social care and support and adaptation services to help residents remain in their own home and to live independently or 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 proving relatively slow to develop in South Kesteven.

### **Supporting housing need**

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

The Welfare Reform Act 2012 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. 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 Homeless Reduction Act 2017 introduces new duties on local authorities from April 2018 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 to effectively support those who we anticipate will face difficulties. This will have a considerable impact on our work.

The Government's proposed funding model for supported housing, which leaves funding for housing costs in long-term and sheltered housing services in the benefits system, provides a more 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 also need to better understand the requirements for people with learning disabilities, those with mental health issues or physical health needs.



# Key outcomes

These challenges provide a number of opportunities for us to work with partners to achieve the best possible housing outcomes across our district.

From the work undertaken by councillors, four main themes with associated outcomes have been developed and will be our focus over the next four years.

Theme 1: Help to meet the housing needs of residents	
Key outcomes	
1.1	The impact of the Council’s future investment in affordable housing is maximised through the use of traditional, off-site and modular construction options
1.2	The continued delivery of Council housing to help meet social housing needs
1.3	Energy-efficient social and affordable housing which helps to reduce fuel poverty
1.4	Increased housing options to those on lower incomes
1.5	Successful lobbying of central Government on future policy development for the affordable housing sector to maximise resources available for future investment, including: the relaxation of current restrictions affecting the ability of local authorities to borrow money; the ways in which it can be spent, and the retention of a negotiated quota on new developments through s106 of the Planning Act as this is the principal contributor to new stock



## Theme 2: Facilitate the delivery of new housing across a range of tenures

### Key outcomes

2.1	The development of high quality, sustainable housing that reflects the character and increases the desirability of South Kesteven as a place in which to live
2.2	The up-front delivery of essential infrastructure on key development sites
2.3	Support for Government initiatives to encourage developers to bring forward housing delivery where house builders are not delivering quickly enough
2.4	Planning processes that encourage land owners and developers to bring potential housing sites to the market with the required infrastructure in place
2.5	The best use is made of existing property and land that can be converted to housing quickly
2.6	The development of a skilled workforce that can meet the housing delivery needs of the district
2.7	Disaggregation of large housing sites to enable smaller developers to deliver at pace
2.8	A sustainable rental market that is a genuine, affordable alternative to home ownership
2.9	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



### **Theme 3: Enable those whose independence may be at risk to access housing (including their current home) that meets their needs**

#### Key outcomes

3.1	Households can access accommodation that meets their current needs and if their needs change move to more suitable properties
3.2	People can live independently, with appropriate support that can be called on when required
3.3	Appropriate provision of high-quality, skilled carers who are able to support independent living
3.4	The provision of suitable and affordable places in care homes
3.5	Clarity on the range of affordable housing required across the district to meet the needs of people with physical disabilities, learning disabilities and mental health problems



**Theme 4: Encourage, support and regulate the private sector to provide well managed, safe homes**

## Key outcomes

4.1	Fully-informed landlords and letting agents who know what they have to do to improve the quality of their properties
4.2	Improvement in the private rental sector, but without creating so much pressure that tenants are forced out of the sector
4.3	Protection for tenants who often have no choice but to settle for lower-quality rental property
4.4	Improved engagement with the sector to enable access for people who are on low incomes, in receipt of benefits or under 35 years old



# Action plan

## Theme 1: Help meet the housing needs of residents

Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Making best use of existing buildings, creating quality places	T1.1	Explore opportunities to develop new temporary accommodation	1.2, 1.3, 1.4, 2.5	Short/Medium	Assistant Director Development & Growth
	T1.2	Encourage high streets to be interspersed with residential units			Assistant Director Housing
Right home, right size, right price	T1.3	Consider making small plots of SKDC land available to smaller builders/self-builders	1.2, 2.5, 2.7, 2.9	Short	Assistant Director Development & Growth
	T1.4	Ensure access is available to appropriate data to inform decisions on need and the types of units required			
Affordable housing	T1.5	Consider the development of bedsit accommodation particularly for the under 35s	1.1, 1.2, 1.4, 4.4	Short/Medium	Assistant Director Development & Growth Assistant Director Housing
Specialist housing	T1.6	Consider the development of a design standard for communal housing	1.1, 1.2, 1.3, 2.1, 3.1	Short/Medium	Assistant Director Development & Growth



Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Partnerships	T1.7	Work with partners to develop schemes to address overcrowding and under-occupancy	1.1, 1.2, 1.4, 2.8, 2.9, 4.4	Short	Assistant Director Development & Growth
	T1.8	Work with other partners to ensure that residents can rent or buy affordable housing			Assistant Director Housing
	T1.9	Consider alternative approaches to the delivery of affordable housing in order to ensure that developments can be brought forward			
Incentives	T1.10	Incentivise private landlords to encourage provision of housing to meet identified housing need	1.3, 1.4, 4.2	Medium	Assistant Director Housing Assistant Director Environment
Helping and encouraging people to remain in their homes	T1.11	Develop schemes which enable tenants to sustain their tenancies	1.4, 4.4	Short	Assistant Director Housing
Lobbying	T1.12	Lobby the Government to: relax current restrictions affecting the ability of local authorities to borrow money, abolish the 'Right to Buy' and the retention of a negotiated quota on new developments	1.5	Ongoing	Assistant Director Housing



## Theme 2: Facilitate the delivery of new housing across a range of tenures

Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Making best use of existing land and buildings	T2.1	Acquire land for housing delivery	1.2, 1.4, 2.1, 2.2, 2.5, 2.8	Medium/Long	Assistant Director Development & Growth
	T2.2	Ensure an adequate supply of housing is bought forward on land owned by the Council			
	T2.3	Maximise opportunities for publicly-owned property to be utilised			
	T2.4	Utilise buildings (e.g. shops and upper floors) in the town centre for conversion			
Making it happen: planning	T2.5	Develop a new 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	2.1, 2.4, 2.5, 2.7, 2.9	Medium	Assistant Director Development & Growth
	T2.6	Follow-through the relaxation of planning policies to encourage development in villages, as proposed in the new draft Local Plan			
	T2.7	Provide additional briefings and training for Development Management Committee Members			



Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Partnerships and engagement	T2.8	Agreeing with developers what needs to be built in order for a development to be viable	2.1, 2.2, 2.4, 2.7, 2.9	Short/Medium	Assistant Director Development & Growth
	T2.9	Explore potential benefits of joint ventures with local builders, developers and investors to deliver more housing more quickly			
	T2.10	Agree a framework of key partners and stakeholders who are tasked with speeding up delivery			
Council support for house building	T2.11	Optimise the use of Council-owned assets, including targeted remodelling	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.6, 2.8, 2.9, 3.1	Ongoing	Assistant Director Development & Growth
	T2.12	Continue to build more Council houses			
	T2.13	Consider the role for the Council as a funder/investor in housing developments			
	T2.14	Consider, and then market, the quality of life available to current and future residents of South Kesteven, including work, play and home			
	T2.15	Explore the use of prefab and modular build methods, and the Council's role in enabling this approach			



Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
High quality design: internal and external	T2.16	Promote the Spitalgate Garden Village as an exemplar for architectural and urban design	2.1, 2.9	Short/Medium	Assistant Director Development & Growth
	T2.17	Follow through the policy to produce a Design Supplementary Planning Document			
	T2.18	Encourage community build schemes			
Rural affordability	T2.19	Encourage the delivery of affordable housing in rural areas that is near to services	1.4, 2.1, 2.8, 2.9	Medium	Assistant Director Development & Growth
Construction skills	T2.20	SKDC to develop houses and housing sites through its own company	1.1, 2.1, 2.6, 2.8, 2.9	Short/Medium	Assistant Director Development & Growth
	T2.21	Work with colleges so that young people learn the skills necessary for building new housing			
Lobbying	T2.22	Support the Government's aspiration – as expressed in the Housing White Paper - to target builders to deliver within a certain time-frame, or land will revert to previous use	2.3	Ongoing	Assistant Director Development & Growth



## Theme 3: Enable those whose independence may be at risk to access housing (including their current home) that meets their needs

Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Specialist Housing	T3.1	Explore options for providing sheltered/extra care housing in areas of identified need and in close proximity to local services	2.9, 3.1, 3.2, 3.4, 3.5	Short/Medium	Assistant Director Housing
	T3.2	Work with other statutory partnerships to clarify the need for a range of affordable housing to be provided across the district to meet needs of people with learning disabilities, mental health issues and those with physical disabilities			
Community Infrastructure	T3.3	Consider the use of the Council's – and other public sector – assets to further support day care for the elderly	3.2	Short	Assistant Director Housing
Creating quality places and homes	T3.4	Encourage the creation of high quality accommodation for the elderly which will not be seen as a 'step down' from their large family home	2.9, 3.1, 3.2	Short/Medium	Assistant Director Housing
Planning policy	T3.5	Consider the benefits of developing a local policy around the construction of annexes to family homes	3.1, 3.2, 3.5	Short/Medium	Assistant Director Development & Growth



Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Skills	T3.6	Work with the County Council to support training opportunities for carers	3.2, 3.3	Medium	Assistant Director Housing
	T3.7	Support workforce development to enable residents to maximise the opportunities available from assistive technology			
Incentives	T3.8	Consider incentives to encourage residents to move to homes that better suit their ongoing needs or free up larger housing	3.1	Medium	Assistant Director Housing
Lobbying	T3.9	Lobby Government to ensure a sustainable future for sheltered and supported housing	3.2, 3.2, 3.4	Ongoing	Assistant Director Housing



## Theme 4: Encourage, support and regulate the private sector to provide well managed, safe homes

Activity	Actions		Contributes to Outcomes	Action Period	Responsible Lead(s)
Local letting agency	T4.1	Explore opportunities for a Council run 'local lettings agency' providing a letting service supporting local landlords	1.4, 2.8, 4.1, 4.2	Short	Assistant Director Housing
Incentives and support for good landlords	T4.2	Increase engagement with landlords and letting agents	1.4, 2.8, 4.1, 4.2, 4.3, 4.4	Short/Medium	Assistant Director Housing
	T4.3	Expand the private rented sector property leasing scheme, providing a guaranteed income (to landlords) and quality accommodation (for residents)			Assistant Director Environment
	T4.4	Review the range of financial incentives available to the private rented sector	4.2, 4.3	Short/Medium	Assistant Director Housing Assistant Director Environment
Standards and enforcement	T4.5	Review the housing enforcement policy to reflect new civil penalties legislation and ensure we can tackle 'rogue landlords' effectively	4.1, 4.2, 4.3	Short/Medium	Assistant Director Environment
SKDC increasing rented sector stock	T4.6	Continue to build Council housing to relieve pressure on the private rented sector	1.2, 1.3, 1.4, 2.8, 4.2, 4.4	Medium	Assistant Director Housing
Lobbying	T4.7	Lobby the Government to introduce a cap on rent fees/ increases Lobby Government to restrict the amount of deposit payable	2.8, 4.2, 4.3	Ongoing	Assistant Director Housing



# Monitoring outcomes

Our strategy sets out how we intend to deliver outcomes over the next four years and will be regularly monitored by the Cabinet Member for Communities. Progress will be reported annually to the relevant Overview and Scrutiny Committees where achievements, progress and any future challenges will be reviewed.

While we have specified action periods for each outcome in our action plan, the delivery of the activities will be planned annually and regularly updated. It is intended that our Action Plan will allow us to be flexible so that we can react to national and local changes, continue with actions and start new actions when appropriate over the course of the strategy.

## Contacts

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South Kesteven is an  
attractive, prosperous  
and safe place to live,  
work and visit.



## Housing Strategy 2017-2021 – Year 1 Delivery Plan (2018/19)

### Theme 1: Help meet the needs of residents

Action Plan Ref	Action	Time Scale	Status	Further Actions/Comments
T1.3	Consider making small plots of SKDC land available to smaller builders/self-builders	Q1	<p>At a Cabinet meeting of 11<sup>th</sup> January 2018 a report was presented that provided details of a potential programme for the delivery of 105 new homes over 10 sites in Council Ownership</p> <p>The report was approved and forms part of Phase 3- Housing Development Programme</p> <p>Further work is underway to consider these sites in more detail and evaluate the best options to bring forward development</p>	
T1.4	Ensure access is available to appropriate data to inform decisions on need and the types of units required	ongoing	The development of the Housing Strategy was underpinned by analysis of data of need; this with the recent approval of the Homelessness Strategy will inform future housing development plans	This will be monitored alongside the implementation of the Local Plan
T1.7	Work with partners to develop schemes to address overcrowding and under-occupancy	Q2/3	The Allocations Policy was reviewed in 2017 allowing social housing tenants releasing under occupied properties to be given appropriate priority for re-housing	The Tenancy Engagement Framework will consider the use of incentives to reduce under occupancy
T1.8	Work with other partners to ensure that residents can rent or buy affordable housing	ongoing	With our support, Longhurst (registered provider) secured £538,000 of funding from the Government's Affordable Homes Programme to support the construction of 46 affordable homes (28 rented, 16 shared ownership) in Grantham. Work is expected to start Spring 2018.	Work continues with partners on other sites. Planning gains remain a key element of securing affordable housing allocation on new developments



## Housing Strategy 2017-2021 – Year 1 Delivery Plan (2018/19)

Action Plan Ref	Action	Time Scale	Status	Further Actions/Comments
T1.9	Consider alternative approaches to the delivery of affordable housing in order to ensure that developments can be brought forward	Q2	The roundtable sessions with Registered Providers and Developers were a success and will be repeated to explore this area further	
T1.11	Develop schemes which enable tenants to sustain their tenancies	Q2/3	<p>The development of the Tenancy Engagement Framework will include advice, guidance and training opportunities for council tenants to sustain their tenancies</p> <p>The development of the framework included undertaking a survey with tenants to identify key issues affecting their tenancy with a view of supporting tenants</p>	<p>Further work will include working with other agencies around Financial well-being</p> <p>The implementation of the Homeless Reduction Act 2017 in April 2018 provides opportunities to support private sector tenants who may be at risk of becoming homeless earlier and consider initiatives which make people “tenancy ready”</p>
T1.12	Lobby Government to; relax current restrictions affecting the ability of local authorities to borrow money, abolish the ‘Right to Buy’ and the retention of a negotiated quota on new developments	ongoing	A recent report from the Treasury Committee (January 2018) in response to the Autumn 2017 budget calls on Government to remove the Housing Revenue Account borrowing cap	SKDC works closely with the Association of Retained Council Housing (ARCH) in regards to lobbying government on a range of ‘housing issues’ including RTB and borrowing cap



## Housing Strategy 2017-2021 – Year 1 Delivery Plan (2018/19)

### Theme 2: Facilitate the delivery of new housing across a range of tenures

Action Plan Ref	Action	Time Scale	Status	Further Actions/Comments
T2.11	Optimise the use of Council owned assets, including targeted remodelling	ongoing	<p>10 identified Council owned sites have been earmarked for development</p> <p>A review of the supported housing provision will identify potential remodelling of existing provision to increase the supply of much needed 1 bed accommodation</p> <p>The Council's Housing Revenue Account Asset Management Strategy is scheduled for review in 2018. This will provide an opportunity to identify priorities for additional development</p>	
T2.12	Continue to build (more) Council houses	ongoing	<p>27 new Council homes were completed between April 2017 and February 2018</p> <p>Further opportunities will be evaluated as part of the housing pipeline work identified in T 1.3</p>	
T2.13	Consider the role for the Council as a funder/investor in housing developments	ongoing	The Council has provided funding to Gravitas Housing Ltd to bring forward a development in Bourne and will continue to consider future opportunities	
T2.14	Consider, and then market, the quality of life available to current and future residents of South Kesteven, including work, play and home	ongoing	InvestSK has been established with a remit to make South Kesteven an attractive place to live, work, visit and invest; where its residents have access to <i>great</i> jobs, <i>high quality</i> housing and an <i>excellent</i> education, and <b>take pride in the place they live</b>	



## Housing Strategy 2017-2021 – Year 1 Delivery Plan (2018/19)

Action Plan Ref	Action	Time Scale	Status	Further Actions/Comments
T2.15	Explore the use of prefab and modular build methods, and the Council's role in enabling this approach	Q4	Research has found costs to be comparable to traditional methods. The main benefits are reductions in timescales and project management. As modular homes are still a relatively new concept and data on lifecycle costs of components, particularly the structure are relatively unknown so future repair costs may be unpredictable	It is proposed to run a series of pilot housing delivery options, including modular build
T2.22	Support the Government's aspiration – as expressed in the Housing White Paper, to target builders to deliver within a certain time-frame, or land will revert to old use	ongoing	A total of 199 sites (1259) have full planning consents, but have not yet commenced development  Land allocations in the draft Local Plan represent a total of 17,000 new homes by 2036	



## Housing Strategy 2017-2021 – Year 1 Delivery Plan (2018/19)

**Theme 3: Enable those whose independence may be at risk to access housing (including their current home) which meets their needs**

Action Plan Ref	Action	Time Scale	Status	Further Actions/Comments
T3.3	Consider the use of the Council's – and other public sector – assets to further support day care for the elderly	Q3	<p>The review of supporting housing provision will include possible sites that can be remodelled into day care provision</p> <p>The potential to further promote independence for Council tenants will be considered as part of a review of the supported housing service</p>	
T3.9	Lobby Government to ensure a sustainable future for sheltered and supported housing	Dependent on timing of government response	<p>Funding for Supported Housing – two consultations (one on housing costs for sheltered and extra care accommodation, and one on housing costs for short-term supported accommodation) closed in January 2018. Government is currently analysing the responses</p> <p>A recent announcement confirms the funding approach to supported housing accommodation costs from 2020 and has provided some assurance on key areas of supported housing</p>	The response report will be a further opportunity to understand the impact and make further representations based on the report



## Housing Strategy 2017-2021 – Year 1 Delivery Plan (2018/19)

### Theme 4: Encourage, support and regulate the private sector to provide well managed, safe homes

Action Plan Ref	Action	Time Scale	Status	Further Actions/Comments
T4.1	Explore opportunities for a council run “local lettings agency” providing a letting service supporting local landlords	Q4		There are a number of models available; however, a thorough understanding of the market, demand, the services for which landlords will be prepared to pay, and of the level of charges that landlords would regard as competitive is needed.
T4.5	Review the housing enforcement policy to reflect new civil penalties legislation and ensure we can tackle ‘rogue landlords’ effectively	Q2	The current policy expires in 2018	
T4.7	Lobby Government to introduce a cap on rent fees/ increases Lobby Government to restrict the amount of deposit payable	Bill progressing through Parliament	A draft Tenants Fees Bill was introduced to Parliament on 1 November 2017 to ban up front letting agents fees and cap holding deposits	The draft Bill is now being scrutinised by the Communities and Local Government Committee





## South Kesteven District Council

### Equality Impact (Stage 2 Analysis)

### Housing Strategy 2017-2021

<b>Service Area:</b>  Housing and Growth and Development	<b>Lead officer:</b> Paul Thomas	<b>Date of Meeting</b>  13/02/18
	<b>Assessors:</b> Anne-Marie Coulthard	
	<b>Neutral Assessor:</b> Carol Drury	



**1. Name and description of policy/service/function/strategy**

**Housing Strategy**

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.

The Housing Strategy looks at all of these things.

An initial impact assessment was undertaken on 5 September 2017 which highlighted the need to conduct a Stage 2 Impact Analysis following consultation to address potential gaps relating to specific protected characteristics.

This analysis looks only at the areas which identified as requiring further consideration at Stage 1.

**Is this a new or existing policy?**

**Existing**

**2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.**

<b>Equality Group</b>	<b>Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups?  Please state which for each group</b>	<b>Please describe why the impact is positive or negative. If you consider this policy etc is not relevant to a specific characteristic please explain why</b>
<b>Age</b>	Potential for negative impact on young people	The Strategy considers the risk that housing benefits for young people may be removed by Government. Housing benefit eligibility has not yet changed. Identifying the potential for change at this stage means it will be possible to put in place mitigation in any future action plan. The Government has withdrawn plans to extend the Local Housing Allowance Shared Accommodation Rate to



		sheltered housing and general needs social housing for under single under 35s. Therefore, the most vulnerable people would still be able to access affordable social housing which meets their needs.
<b>Disability</b>	Positive impact on people with disabilities.	<p>The choices available for older and disabled people are one of the main focus areas of the Housing Strategy. The Action Plan details measures which will be undertaken to help meet their needs.</p> <p>By completing this analysis it was identified that there was a need to consult directly with disabled people and their carers to gain insight into specific needs and potential actions.</p> <p>Consultation was carried out with residents, parish councils, registered providers, private sector landlords, letting agents, landowners and developers. 10% of respondents considered that they had a disability. This is broadly representative of the disabled population within South Kesteven.</p> <p>The majority of respondents (84%) agreed that the Council should be concentrating on helping people to live safely and independently in their own home. This confirms that the Strategy and Action Plan are likely to result in outcomes which will positively impact on persons with this characteristic.</p>
<b>General comments</b>	<p>This strategy seeks to address gaps in the housing market and the changing needs of an ageing population and through partnership working should assist the proactive development of homes for life. The delivery of the Action Plan will require new policy, functions and increased partnership working. As a result, analysis of individual components will be required and will be undertaken as part of the process.</p>	

**3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)**



We have used council-owned data such as a State of the District document and data from a number of external sources including the Lincolnshire Research Observatory.

**If there are any gaps in the consultation/monitoring data, how will this be addressed?**

We have identified the need for further information relating to the specific needs of young people, older persons and people with disabilities. We will actively seek to directly consult with these identified groups. The intention is to fill these gaps in our knowledge through the consultation process.

The consultation results on the draft Housing Strategy undertaken over the six week period commencing on 14 September 2017 have been used to inform this update.

- 4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.**

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="checked" type="checkbox"/>
<b><i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i></b>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
	We will do further analysis on age and disability following the consultation	
<b><i>If you have checked option b) you will need to answer questions b.1 and b.2</i></b>		
c)	Adverse impact but continue	<input type="checkbox"/>
<b><i>If you have checked option c) you will need to answer questions c.1</i></b>		
d	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

- b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?**

- b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.**



***If you have checked option b) you will need to complete a Stage 2 equality analysis***

- c.1** Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

***If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.***

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**Signed** (on behalf of the Lead Officer):  
(Name and title)

**Anne-Marie Coulthard**  
Service Manager, Environmental Health

**Date completed:** 13/02/18

**Signed (Neutral Assessor):**  
(Name and title)

**Carol Drury**  
Community Engagement and Policy Development Officer

**Date signed off:** 13/02/18





## Cabinet

Report of: Councillor Nick Neilson  
Cabinet Member for Communities

Report to:	<b>Cabinet</b>
Date:	<b>12 April 2018</b>
Subject:	<b>South Kesteven District Council's Resident Involvement Framework (Housing 133)</b>

<b>Decision Proposal:</b>	Key Decision
<b>Relevant Cabinet Member:</b>	Councillor Nick Neilson Cabinet Member for Communities
<b>Report author:</b>	Rod Stair Team Leader Housing. <a href="mailto:R.Stair@southkesteven.gov.uk">R.Stair@southkesteven.gov.uk</a> Tel: 01476 406322 Date: 5 March 2018
<b>Reviewed by:</b>	Harry Rai Assistant Director Housing <a href="mailto:harry.rai@southkesteven.gov.uk">harry.rai@southkesteven.gov.uk</a> Tel: 01476 406299 Date: 5 March 2018
<b>Signed off by:</b>	Tracey Blackwell Strategic Director <a href="mailto:T.blackwell@southkesteven.gov.uk">T.blackwell@southkesteven.gov.uk</a> Tel: 01476 406058 Date: 5 March 2018
<b>Approved for publication:</b>	Councillor Nick Neilson Cabinet Member for Communities and Wellbeing <a href="mailto:Nicholas.Neilson@southkesteven.gov.uk">Nicholas.Neilson@southkesteven.gov.uk</a> Tel: 01476 406408 Date: 22 March 2018

### SUMMARY

The revised resident involvement framework was agreed for consultation by Communities and Wellbeing Overview and Scrutiny Committee in November 2017.

In February 2018 a survey of 2000 Council tenants was carried out . A total of 330 responses were received.



Analysis of the survey results showed that tenants were satisfied with the proposals for involvement contained within the revised resident involvement framework. The proposed framework emphasises the use of low commitment engagement, using surveys and neighbourhood based involvement allowing a more targeted and focused approach.

## **RECOMMENDATION**

### **It is recommended that Cabinet:**

1. Agree that the South Kesteven District Council Resident Engagement Framework is adopted.

## **1. BACKGROUND TO REPORT**

- 1.1 The resident involvement framework (Appendix 1) was previously agreed at Communities and Wellbeing Overview and Scrutiny Committee in November 2017 for consultation.
- 1.2 At their meeting of 20 March 2018, members of the Overview & Scrutiny Committee were presented with the outcomes from that consultation, which are outlined in sections 1.3 and 1.4 and were fully supportive of adopting the Resident Engagement Framework.
- 1.3 A representative sample of 2000 tenants were selected from our tenant database. Each household selected received an explanatory letter addressed to the tenant, a questionnaire and a self-addressed envelope and the survey was open for two weeks from being posted. The questionnaire consisted of five key questions, each with a number of options which the tenant could choose from. Questionnaires could be anonymous if the tenant so wished.
- 1.4 The feedback reflects a preference for flexible, low level and local engagement opportunities. There is also a preference for engagement to be proactive, with clear outcomes and feedback to show that involvement has been effective and meaningful. The survey results are attached as Appendix 4
- 1.5 The proposed framework (Appendix 1) emphasises the use of low commitment engagement, using surveys and neighbourhood based involvement allowing a more targeted and focused approach. Task and finish groups will also allow tenants to be involved either on specific issues or on a strategic level without long term commitment.
- 1.6 A Draft terms of reference for the tenant's panel is attached as Appendix 2 and members are asked to provide any comment they may have to ensure they support an approach that provides meaningful engagement with our tenants and leaseholders.
- 1.7 Subject to Cabinet's decision, this framework will set out the approach the Council will take to engage with tenants and leaseholders so that they feel involved in shaping the services we provide to them and scrutinise the way we



deliver and perform against a series of Housing Service Standards that they have helped develop.

- 1.8 Going forward the Council will be exploring a range of ways to improve our Housing Service and the way it is delivered, the Tenant's Panel will be a crucial consultative group that the Council will involve as we develop new and innovative solutions.

## **2. RESOURCE IMPLICATIONS**

- 2.1 Although some officer time will be required to put in place and maintain the new framework it is anticipated that this will be contained within existing resources.
- 2.2 There will be a requirement to have a small allocation (up to £5,000) of HRA funding to support this initiative to cover areas of training, childcare etc.

## **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>
Failure to implement change does not encourage involvement from tenants.	Approved revised current framework  Completed consultation on revised framework.

## **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY & DIVERSITY)**

- 5.2 An Impact analysis will be undertaken on the final revised framework.

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

- 6.1 None.

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

Financial implications have been identified in section 2.2

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

- 8.1 The Localism Act 2011 (The Act) reformed the way that social housing is regulated. The Act provides social tenants with stronger tools to hold their landlord to account. Landlords such as the Council are expected to support tenant panels or similar bodies in order to give tenants the opportunity to carefully examine the services being offered. The proposed framework sets out how the Council intends to help tenants do that.

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

- 9.1 None.



## **10. APPENDICES**

Appendix 1 – Copy of the proposed Resident Involvement Framework

Appendix 2 –Tenants Panel terms of Reference

Appendix 3 - Equality Impact- Initial Analysis

Appendix 4 - Feedback on Resident Involvement Survey

## **11. BACKGROUND PAPERS**

Communities and Wellbeing OSC of the 7<sup>th</sup> November 2017

**(Frame work attached below)**





## Proposed Resident Involvement Framework

### *Tier Three*

*(Formal and planned activities requiring fixed commitment and time to prepare for and attend meetings and complete tasks)*

#### **Tenant's Panel**

Home, Tenancy, Neighbourhoods

Membership of 20 tenants tasked to review and feedback on policies, performance information and ideas, and 'co-production forums' on a task and finish basis

### *Tier Two*

*(Formal contact via planned activity to gather and collate information and trends, requires some commitment and time to complete tasks)*

**Surveys and Feedback**  
(Surveys and consultations on service satisfaction, performance and issues via postal, telephone and on line methods)

**Reader's Panel**  
(On-line panel of tenants to review information for clarity and understanding as required)

**Skyline Editorial Panel**  
(To help produce individual issues of skyline by suggesting articles and commenting on drafts using email survey)

**Sheltered Housing Panel**  
(Consultation group for service and task group to assist and direct the allocation of the income generated by community room usage)

### *Tier One*

*(Minimal time and commitment based around regular contact on informal basis at local level)*

#### **Local Involvement**

(Engagement by housing officers at street/community level on specific issues to area using consultations, estate inspections and actions, focus groups and face to face contact, developing and supporting network of 'village voices' and 'area champions' where appropriate to act as 'eyes and ears' of the community)



## **SOUTH KESTEVEN DISTRICT COUNCIL TENANTS PANEL**

### **Proposed Terms of Reference**

#### **1 Aim**

- 1.1 The Tenants Panel brings together senior managers and officers of the council with up to 20 tenants of the authority to:
- provide an appropriate forum for the review and provision of detailed feedback on draft policies, performance information, and wider issues that could impact on tenants.
  - to support the advancement of policy development
  - to advise on potential issues and challenges
  - to discuss and air issues that matter to tenants.

#### **2 Objectives**

- 2.1 Promote continuous improvement in the quality of housing in South Kesteven by sharing expertise, experience and best practice.
- 2.2 To provide a consultative forum that considers, debates and responds to matters relevant to tenants with a local perspective of implications and impacts.
- 1.1 To ensure the housing management service meets the needs of a diverse tenant population.
- 1.2 To ensure that there is a continued customer focused commitment to service delivery and provision
- 1.3 To work for the wider benefit of all tenants and leaseholders
- 1.4 To provide direction on a range of issues relating to the management and maintenance of SKDC properties.

#### **3 Responsibilities**

- 3.1 Support the council with formulating the strategic direction of housing including district housing related strategies, policies and action plans
- 3.5 Identifying opportunities for joint working, commissioning and project delivery on areas of common interest
- 3.6 Representing the views of the Panel to external audiences

#### **4 Powers**

- 4.1 The Panel has no decision-making powers beyond those relating to the activities and work programme of the panel itself and any sub-group that reports directly to it. Any such decisions will be based on the majority view of panel members.



## **5 Membership**

- 5.1 Membership of the panel will be open to all tenants (who are not subject to major rent arrears where no agreement is in place to resolve them or undergoing investigation into serious breach of tenancy conditions)
- 5.2 The panel may invite other agencies to attend meetings
- 5.3 The panel will review its membership as and when required to ensure appropriate representation to achieve the aims of the panel

## **6 Attendance**

- 6.1 The Business manager for Housing will attend and chair each meeting and, if this is not possible will nominate another officer of senior standing to attend on their behalf.
- 6.2 It is expected that the individuals will normally remain on the Network for a minimum of one year to ensure continuity to a maximum of three years.

## **7 Chair and Administrative Support**

- 7.1 The meeting will be chaired by the Business Manager for Housing or their representative.
- 7.2 An officer with responsibility for resident involvement will provide administrative support

## **8 Panel Meetings**

- 8.1 The Panel will normally meet as a minimum three times a year, additional meetings can be convened as and when required.
- 8.2 Minutes of the meetings will be recorded and circulated to all Panel members and observers
- 8.3 Minutes less any confidential elements will be published on the SKDC website and reports of the panel's work will be featured in the Skyline newsletter.

## **9 Sub-Groups**

- 9.1 The panel will seek to maintain links with relevant sub- groups established ensuring that they are informed, consulted and where appropriate given strategic direction, this includes, but is not limited to 'task and finish groups'.
- 92. A minimum of one member of the Tenants Panel will take part in each task and finish group.



## **10 Length of service**

- 10.1 No tenant member will serve beyond a period of 3 years.10.2 It is expected that tenant members will serve a minimum of 1 year to allow for some consistency.
- 10.3 New members will be recruited through Skyline and / or by email request to tenants who through the new tenant's survey have expressed a desire to be involved.
- 10.4 Where there are more applicants than places available on the panel, applicants names will be drawn at random to determine participation.

## **10 Review**

- 10.1 These Terms of reference will be reviewed periodically





## South Kesteven District Council

### Equality Impact (Initial Analysis)

#### Resident Involvement Framework

<b>Service Area:</b>  Housing	<b>Lead officer:</b> Rod Stair	<b>Date of Meeting:</b>  6 <sup>th</sup> December 2016
	<b>Assessors:</b> Ken Linford Jason Hall	
	<b>Neutral Assessor:</b> Carol Drury	



## 1. Name and description of policy / service / function / strategy

### **Resident Involvement Framework.**

The resident involvement framework sets out how the council involves and engages with its tenants. Local housing authorities now work similarly to housing associations, and are governed by nationally agreed 'standards' set out by the Homes and Communities Agency.

These standards require that tenants are given a wide range opportunities to influence and be involved in:

- The formation of their landlord's housing related policies and strategic priorities
- The making of decisions about how housing services are delivered including the setting of service standards and reviewing performance against these including any local offers

The standard also requires that tenants are provided with support to build their capacity to be effectively involved and are consulted regarding involvement and significant changes in management arrangements.

These standards have to be considered in the context of the geography of South Kesteven and the need to demonstrate value for money.

The proposed framework establishes three tiers of involvement:

<i>Tier 3</i>		
Tenant's Panel		
<i>Tier 2</i>		
Surveys and Feedback	Reader's Panel	Skyline Editorial Panel
<i>Tier 1</i>		
Local Involvement		

The tiers allow for involvement at whatever level suits an individual tenant's circumstances. They also provide for a number of different pathways including the use of different media.

**Is this a new or existing policy?**

Update to Existing



2. Complete the table below, considering whether the proposed policy / service / function / strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

Equality Group	Does this policy / service / function / strategy have a positive or negative impact on any of the equality groups ?  Please state which for each group	Please describe why the impact is positive or negative. If you consider this policy is not relevant to a specific characteristic please explain why.
Age	Positive.	<p>The three tiers give different opportunities in the method of involvement. Some of these particularly those requiring computer access may be less appropriate to older people, but other elements such as local involvement do give opportunities. The use of different media for surveys and feedback also help older residents who may be less likely to have internet access.</p> <p>Meeting locations and timings will consider the needs of older people and once meetings are established the involved residents will decide on such issues.</p> <p>The introduction and promotion of opportunities to participate through digital media may be a positive move in increasing the involvement of young people who have tended not to engage with traditional involvement opportunities such as meetings.</p>
Disability	Positive	<p>Opportunities are given to residents who may have mobility or visual disabilities to participate in ways that are appropriate for them. These may need tailoring for them, such as documents in Braille or large print, or accessible transport and venues being used for meetings.</p> <p>The promotion of digital channels may also help provide involvement opportunities for people who have limited mobility or other life limiting disabilities such as agoraphobia.</p>
Race	Neutral	<p>While race is not intrinsically an issue there may be the need to translate documents or to provide translators for some groups. All involvement streams will be monitored to ensure that involved residents are representative of the wider tenant community.</p>



<b>Gender Reassignment</b>	Neutral	Whilst this protected characteristic is not a determinant in the delivery and development of the resident involvement framework, participants from this underrepresented group could provide valuable insight. Every effort will be made to involve individuals from all communities.
<b>Religion or Belief</b>	Neutral	Regard should be had to religious festivals, holidays and holy days when arranging meetings and events.
<b>Sex</b>	Neutral	Events and meetings will need to consider accessibility for all groups, for example by making provision for childcare and avoiding times affected by school runs etc.
<b>Sexual Orientation</b>	Neutral	Whilst this protected characteristic is not a determinant in the delivery and development of the resident involvement framework, we have limited knowledge of any issues faced by individuals from the LGBT community. Representative input would therefore be encouraged.
<b>Pregnancy and Maternity</b>	Positive	Widening opportunities to engage online and through emails and texts should help improve opportunities to this group.
<b>Marriage and Civil Partnership</b>	Neutral	This protected characteristic was not a determinant in the development of this framework.
<b>Carers</b>	Positive	The number and type of opportunities will benefit those carers who find it difficult to attend meetings.
<b>Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</b>  *(IMD = Indices of multiple deprivation)	Neutral	<p>Given the geography of South Kesteven the proposed levels and methods of involvement do not over emphasise physical meetings.</p> <p>The different pathways also give opportunity for people to use accessible and low cost media, such as mobile phones.</p>



<b>General comments</b>	<p>The nature of the proposals is that the different involvement pathways use different media, this means that there are alternatives for people who cannot attend meetings, or for people who do not have internet access.</p> <p>For all groups any barriers should be identified and addressed and the opportunities promoted across communities to ensure that involved residents are representative of the community. Levels of involvement from different groups should also be monitored for all of the involvement levels.</p> <p>It may be that some involved residents hold stereotypical views of some equality groups. It is important that the Authority portrays all groups positively and that awareness training is available for all involved residents and that any discriminatory behaviour is challenged positively before it becomes a barrier to involvement.</p>
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**3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)**

Data held on our tenants suggests that 91% like contact by letter, 16.2% like email and 20% by text. 32% have internet access. 18% have a learning difficulty or visual impairment which makes reading and writing difficult. 3% either don't speak, or don't read English.

**If there are any gaps in the consultation/monitoring data, how will this be addressed?**

The delivery and impact of resident involvement will be subject to annual review. One aspect of this review will be an assessment of whether involved residents are representative of the wider community.

**4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.**

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken.	<input type="checkbox"/>
<b><i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i></b>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to promote better equality	<input type="checkbox"/>
<b><i>If you have checked option b) you will need to answer questions b.1 and b.2</i></b>		
c)	Adverse impact but continue	<input type="checkbox"/>



<b><i>If you have checked option c) you will need to answer questions c.1</i></b>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

**b.1 In brief what changes are you planning to make your proposed policy / service / function / strategy to minimise or eliminate the negative equality impacts?**

**b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision?**

There will be formal consultation on the proposed framework with tenants. A feature will appear in the next edition of Skyline to alert tenants to the proposed approach and to invite comments. The consultation period will run from the date of final doorstep delivery of the publication for a full 3 months.

Once the consultation period has closed, consideration will be given to amending the framework to take into account the responses.

A final framework will be presented to the council's Executive member for Housing for approval.

***If you have checked option b) you will need to complete a Stage 2 equality analysis***

**c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy / function / service / strategy.**

***If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.***

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**Signed (Lead Officer):**  
*(Name and title)*

Rod Stair

**Date completed:**

6<sup>th</sup> December 2016

**Signed (Neutral  
assessor):**  
*(Name and title)*

**Date signed off:**



## Appendix 4

### Feedback on Resident Involvement Survey

#### Purpose of survey

To consult with our tenants to gain an understanding of how they would want to be engaged in the monitoring of the housing services provided by South Kesteven District Council.

#### Methodology

A representative sample of 2000 tenants were selected from our tenant database. Each household selected received a explanatory letter addressed to the tenant, a questionnaire and a self addressed envelope and the survey was open for two weeks from being posted.

The questionnaire consisted of five key questions, each with a number of options which the tenant could choose from. Questionnaires could be anonymous if the tenant so wished.

#### Responses

We received a total of 330 questionnaires, a return rate of 17%.

The first four questions resulted in 200 responses picking at least one option from each question, representing an average response rate of 60% for each of these questions. The final question, however, received a response of 138 picking at least one option, a response rate of 42%.

As each question allowed for more then one option to be ticked, the overall percentage for each question does not equate to 100%.

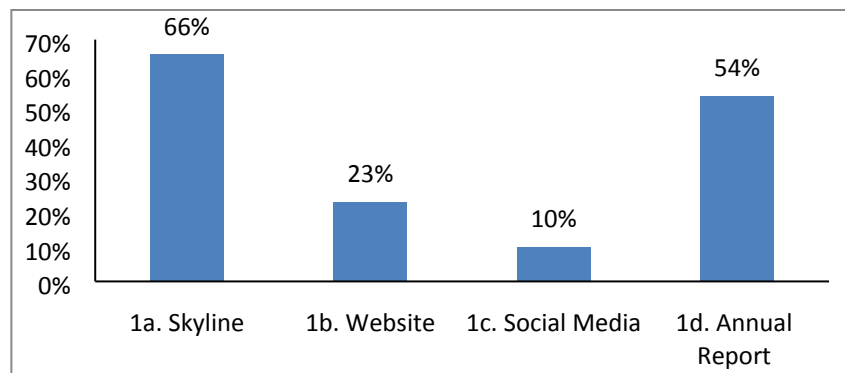
#### **Conclusions**

The feedback reflects a preference for flexible, low level and local engagement opportunities. There is also a preference for engagement to be proactive, with clear outcomes and feedback to show that involvement has been effective and meaningful.

The proposed framework emphasises the use of low commitment engagement, using surveys and neighbourhood based involvement allowing a more targeted and focused approach. Task and finish groups will also allow tenants to be involved either on specific issues or on a strategic level without long term commitment.



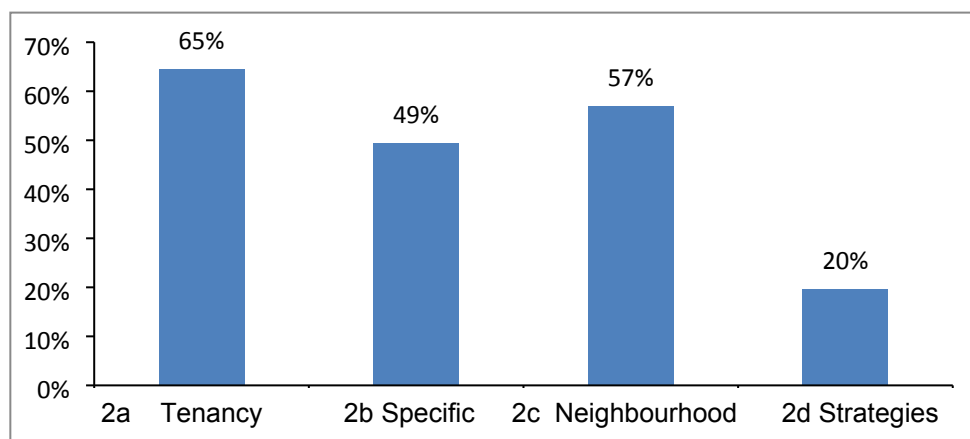
### Preferences for being kept informed:



217 responses were received for this question highlighting that a tenants newsletter is the preferred option 178 also valuing the provision of an Annual Report.

We currently provide two issues of Skyline annually. The findings suggest we may want to consider incorporating an Annual Report into one of the issues of Skyline.

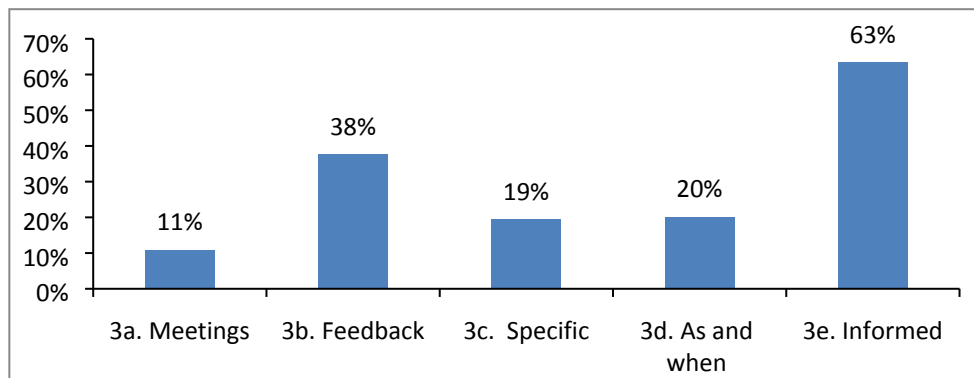
### What did tenants want to be involved in?



Only 65 tenants preferred to be involved at a strategic level. Most tenants showed a preference to be involved in issues that affect them directly, and especially within their neighbourhood on issues such as parking.

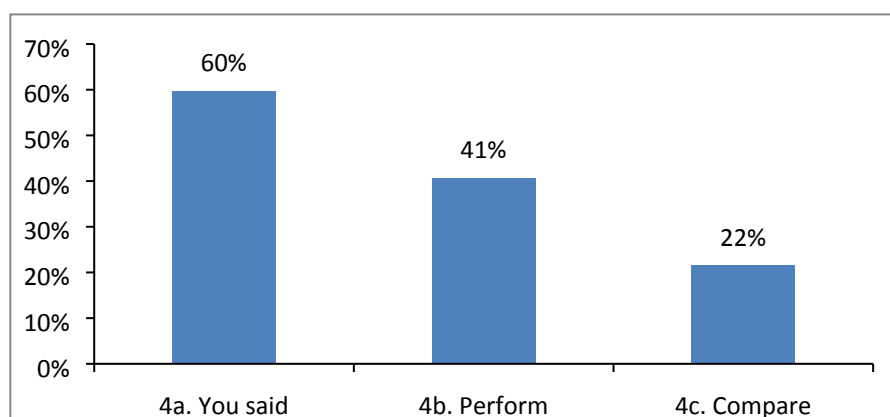


### How did tenants prefer to be involved?



The majority of tenants (209) responding to this question preferred to be kept informed of housing related matters, but not to be actively involved. However, 124 were happy to provide feedback via surveys and occasional consultations. In line with results in the previous question, tenants wanted to be involved only when it suited them. Formal meetings were not popular, as they are seen as requiring a longer term level of commitment, other than when they were local and addressed a specific issue.

### Informing tenants where involvement has led to improvement

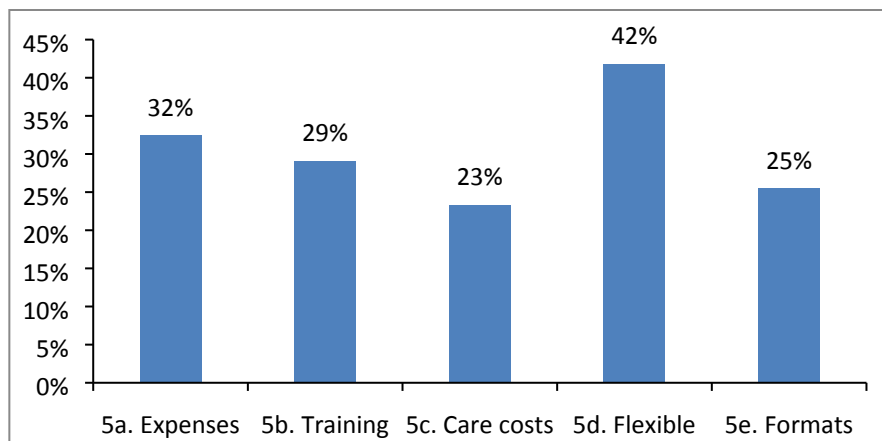


This question sought to establish how tenants would like to see the results of their contributions to service improvements.

The majority (197) wanted to receive feedback through 'you said, we did' articles in Skyline, while 134 were also interested in seeing how we perform against set targets and standards. Few tenants were interested in knowing how we compare to similar landlords.



## Support to become involved



A key part of facilitating tenant involvement is to support them. Offering a range of opportunities to be involved was important particularly regarding, digital options and the venue and timing of locally held meetings. Providing expenses for travel to meetings and activities, ensuring information was available in formats suitable to the individual and offering training/information were also highlighted.





## CABINET

Report of: Councillor Mike King  
Cabinet Member for Economy and Development

Report to:	<b>CABINET</b>
Date:	<b>12 April 2018</b>
Subject:	<b>PLA11 Article 4 Direction - Stamford</b>

<b>Decision Proposal:</b>	Key Decision
<b>Relevant Cabinet Member:</b>	Councillor Mike King Cabinet Member for Economy and Development
<b>Report author:</b>	Ian Wright, Principal Conservation Officer <a href="mailto:i.wright@southkesteven.gov.uk">i.wright@southkesteven.gov.uk</a> Tel: 01476 406389 Date: 13 March 2018
<b>Reviewed by:</b>	Sylvia Bland, Service Manager for Development Management and Implementation <a href="mailto:s.bland@southkesteven.gov.uk">s.bland@southkesteven.gov.uk</a> Tel: 01476 406388 Date: 15 March 2018
<b>Signed off by:</b>	Steve Ingram, Strategic Director <a href="mailto:s.ingram@southkesteven.gov.uk">s.ingram@southkesteven.gov.uk</a> Tel: 01476 406007 Date: 22 March 2018
<b>Approved for publication</b>	Councillor M King. Cabinet Member for Economy and Development <a href="mailto:Mike.king@southkesteven.gov.uk">Mike.king@southkesteven.gov.uk</a> Date: 22 March 2018

## SUMMARY

The purpose of this report is to set out proposals for and seek Cabinet approval to designate an Article 4 Direction to remove permitted development rights for unlisted buildings in Stamford Conservation Area.



## **RECOMMENDATION**

It is recommended that Cabinet approves the commencement of a formal process to remove permitted development rights for specific types of development within the designated Stamford Conservation Area as shown at Appendix 1 to this Report PLA11 under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015.

### **1.0 BACKGROUND TO REPORT**

- 1.1 The purpose of an Article 4 Direction is to bring under planning control development which would otherwise be permitted by virtue of the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (the GPDO). If an Article 4 Direction were to be made, this would mean that any development within the area of the proposed Direction would need planning permission and would not acquire permitted development rights.
- 1.2 This action is considered necessary for the Stamford Conservation Area due to the increasing number of instances of alterations being carried out under permitted development rights which may be harmful to the character and appearance of the Conservation Area. This includes the replacement of timber windows with uPVC, the removal of traditional roofing slates and the removal of chimneys which together with other alterations to unlisted dwelling houses have gradually eroded the architectural details of the historic fabric of unlisted residential buildings within the area.
- 1.3 It should be noted, however, that works which are exempted from the definition of what is development, as set out in Section 55 of the Town and Country Planning Act 1990, cannot be controlled by this Direction. Works that do not amount to development do not require any form of permitted development rights so cannot be subject to this control. This may include instances where traditional windows, doors or rain water goods are replaced with more modern equivalents that do not materially affect the appearance of the building as a whole. In some instances, however, where the design of such items is significantly different from the originals, a material change to the appearance of the building may occur and would therefore amount to development which could be controlled through this Direction.
- 1.4 Both Stamford Civic Society and Stamford Town Council have previously expressed a view that Stamford Conservation Area should be the subject of an Article 4 Direction.
- 1.5 District Councillors whose Wards include Stamford Conservation Area have been made aware of the recommendation to propose an Article 4 Direction. There are eight Ward Councillors affected. Seven of the Ward Councillors have responded in support of the proposal. At the time of writing this report, the remaining Ward Councillors' response is awaited. Cabinet will be updated on the remaining response once received.



- 1.6 The Stamford Conservation Areas are quite extensive, as shown at Appendix 1, comprising a high proportion of residential properties. Within the Conservation Area, many buildings are listed for their historic or architectural merit. The Article 4 Direction would mostly apply to single dwellings but may also apply to the limited permitted development rights for flats and commercial properties. It is unnecessary to make an Article 4 Direction in respect of alterations and extensions to Listed Buildings as works to these will usually require listed building consent, planning permission or both.
- 1.7 A Direction of this kind does not automatically prevent development which would otherwise be permitted from taking place. Rather, it means that an application for express permission would need to be submitted for such development. The application would be determined on its merits, having regard to relevant planning policies and planning guidance. The provisions of the Equality Act 2010 would also be taken into account, where relevant.
- 1.8 There are two types of Article 4 Direction: one which takes place without immediate effect and one which takes place with immediate effect.
- 1.9 An Article 4 Direction (without immediate effect) is considered to be a more appropriate procedure for introducing controls over permitted development within the Stamford Conservation Area. This would not come into effect until after public consultation has been carried out.

## **2.0 Benefits of Article 4 Directions**

- 2.1 Article 4 Directions bring many benefits to people living, working or visiting a conservation area, they can:
- Protect the special character of a conservation area;
  - Help to protect and enhance the quality of the environment;
  - Encourage the use of local and traditional building materials. These are often more environmentally friendly and sustainable than modern products;
  - Ensure that buildings which contribute positively towards the area's special character are protected from unsympathetic and damaging change; and
  - Align with the Council's priority to promote tourism, leisure and the arts.

## **3.0 Scope of Withdrawing Permitted Development Rights**

- 3.1 It is recommended within the Stamford Conservation Area, in the case of unlisted dwellinghouses and commercial properties, that the following permitted development rights are removed. These relate to the rights under Schedule 2, Part 1, Classes A, B, C, D, E, F and H, Part 2 Classes A and C, Part 11, Class C, Part 14 Classes A, E, F, J, N and O, Part 16, Classes B and C of the GPDO 2015 and refer to:



- the erection, alteration or removal of a chimney or flue on a dwellinghouse, or on a building within the curtilage of a dwellinghouse.

And any of the following permitted development rights for development which would be facing onto and visible from a highway, footpath or open space:

- the enlargement, improvement or other alteration of a dwellinghouse (including alterations to windows, doors, stone and brickwork);
- any alteration of the roof of a dwellinghouse;
- the erection or construction of a porch outside an external door of a dwellinghouse;
- the provision within the curtilage of a dwellinghouse of any building, enclosure, swimming pool or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such, or the maintenance, improvement or other alteration of such a building or enclosure;
- the provision within the curtilage of a dwellinghouse of a hard surface for any purpose incidental to the enjoyment of the dwellinghouse as such;
- the installation, alteration or replacement of a satellite antenna on a building;
- the replacement of cast iron guttering with plastic, or the addition of new guttering and downpipes;
- the erection, alteration or demolition of the whole or any part of any gate, fence, wall or other means of enclosure within the curtilage of a building;
- the painting of the exterior of a building or a building or enclosure within the curtilage of the building; and
- the installation, alteration or replacement of solar photovoltaic (solar panels) or other solar thermal equipment.

#### **4.0 Article 4 Direction Designation Process**

4.1 The process for confirming an Article 4 Direction (without immediate effect) is as follows:

- **Stage 1** - Following a formal decision, a date is set in the Notice for when the Direction will come into force which must be at least 28 days and no more than 2 years after representations can first be made, which is usually after the last publication/service date;



- **Stage 2** . Publicity / Consultation stage. The process is set out in legislation and would involve consultation before confirmation.
- **Stage 3** . As soon as practicable, the Council refers its decision to the Secretary of State who has powers to modify or cancel a Direction.
- **Stage 4** . The Council cannot confirm the Direction until after a period of at least 28 days from publication/service of the Notice. Once a Direction has been confirmed, the Council must give notice of the confirmation in the same way as it gave notice of the initial Direction, and must specify the date that the direction comes into force.

## **5.0 CANCELLATION OF EXISTING WARRENNE KEEP ARTICLE 4 DIRECTION**

- 5.1 There is an existing Article 4 Direction that applies to the Warrenne Keep residential development which was designated in the early 1980s immediately following the construction of the scheme. The development is located entirely within the Stamford Conservation Area. It is proposed that this Direction would be cancelled following the confirmation of the proposed area wide Article 4 Direction for Stamford Conservation Area which would replace it.

## **6.0 OTHER OPTIONS CONSIDERED**

- 6.1 The only other option would be not to designate an Article 4 Direction. There has been no area-wide control over permitted development across the Stamford Conservation Area since it was first designated in 1967. However, there has since been a gradual erosion of the architectural details of the historic fabric of a number of unlisted buildings within the Conservation Area.

## **7.0 RESOURCE IMPLICATIONS**

- 7.1 There will be an increase in the number of planning applications received by the Council. Regulation 5(2) of the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits)(England)(Amendment) Regulations 2017 amends the 2012 Regulations and now enables a planning application fee to be charged by the local planning authority where they have made an Article 4 Direction. Previously these types of application were exempt from planning fees. Following the completion of the designation of the Direction, the Council would need to consider the need for and level of a suitable fee for this type of application.

## **8.0 RISK AND MITIGATION**

- 8.1 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>
There is a risk, without Article 4 Directions, that the special interest and character of Stamford Conservation areas	The designation of Article 4 Directions will enable the Council to better protect the special character and appearance of the conservation



<p>could be eroded.</p> <p>There are circumstances in which councils may be liable to pay compensation having made an Article 4 Direction, although the potential liability is limited in many cases by the time limits that apply.</p> <p>There is a risk associated with an Article 4 Direction that comes into effect after a period of consultation.</p>	<p>areas.</p>
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## **9.0 ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 9.1 An Equality Analysis has been undertaken and there are not considered to be any direct equality issues arising from this report. The Analysis is included in the Appendix 2 to this report.

## **10.0 CRIME AND DISORDER IMPLICATIONS**

- 10.1 None.

## **11.0. COMMENTS OF FINANCIAL SERVICES**

- 11.1 The costs of advertising the Article 4 Direction can be met from the Development Management budget.
- 11.2 There will be an increase in the number of applications for planning permission for which a fee (yet to be determined) will be payable. It is considered that the additional workload can be met using existing resources.
- 11.3 It should be noted that there are circumstances in which Councils may be liable to pay compensation having made an Article 4 Direction, although the potential liability is limited in many cases by the time limits that apply.
- 11.4 A without immediate effect approach is considered to be the most risk averse and significantly reduces the risk of compensation claims.
- 11.5 English Heritage (now Historic England) commissioned research has found claims for compensation in connection with the Article 4 designations are negligible.

## **12.0 COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

- 12.1 The formal processes set out in the GPDO must be followed in the making of Article 4 Directions.



- 12.2 Local planning authorities may be liable to pay compensation to those whose permitted development rights have been withdrawn if they:
- refuse planning permission for development which would have been permitted development if it were not for an Article 4 direction; or
  - grant planning permission subject to more limiting conditions than the GPDO would normally allow, as a result of an Article 4 direction being in place.
- 12.3 Compensation may be claimed for abortive expenditure or other loss or damage directly attributable to the withdrawal of permitted development rights.
- 12.4 All claims for compensation must be made within 12 months of the date on which the planning application for development formerly permitted is rejected (or approved subject to conditions that go beyond those in the GPDO).
- 12.5 Additionally, for certain prescribed classes of permitted development rights withdrawn by Article 4 Directions, compensation may only be claimed if an application for planning permission is submitted within 12 months following the effective date of the Direction. Also, if 12 months prior notice of the withdrawal of permitted development rights is given, there is no ability to claim compensation.
- 12.7 There are other specific compensation provisions in relation to statutory undertakers.
- 12.8 Issues in relation to the payment of compensation as a result of the withdrawal of permitted development rights are covered principally in sections 107 and 108 of the Town and Country Planning Act 1990 (as amended) and the Town and Country Planning (Compensation) (England) Regulations 2015 (SI 2015/598).

### **13.0 COMMENTS OF OTHER RELEVANT SERVICES**

- 13.1 None.

### **14.0 APPENDICES**

- 14.1 Appendix 1: Map of Stamford Conservation Area

- 14.2 Appendix 2: Equality Analysis Assessment

### **15.0 BACKGROUND PAPERS**

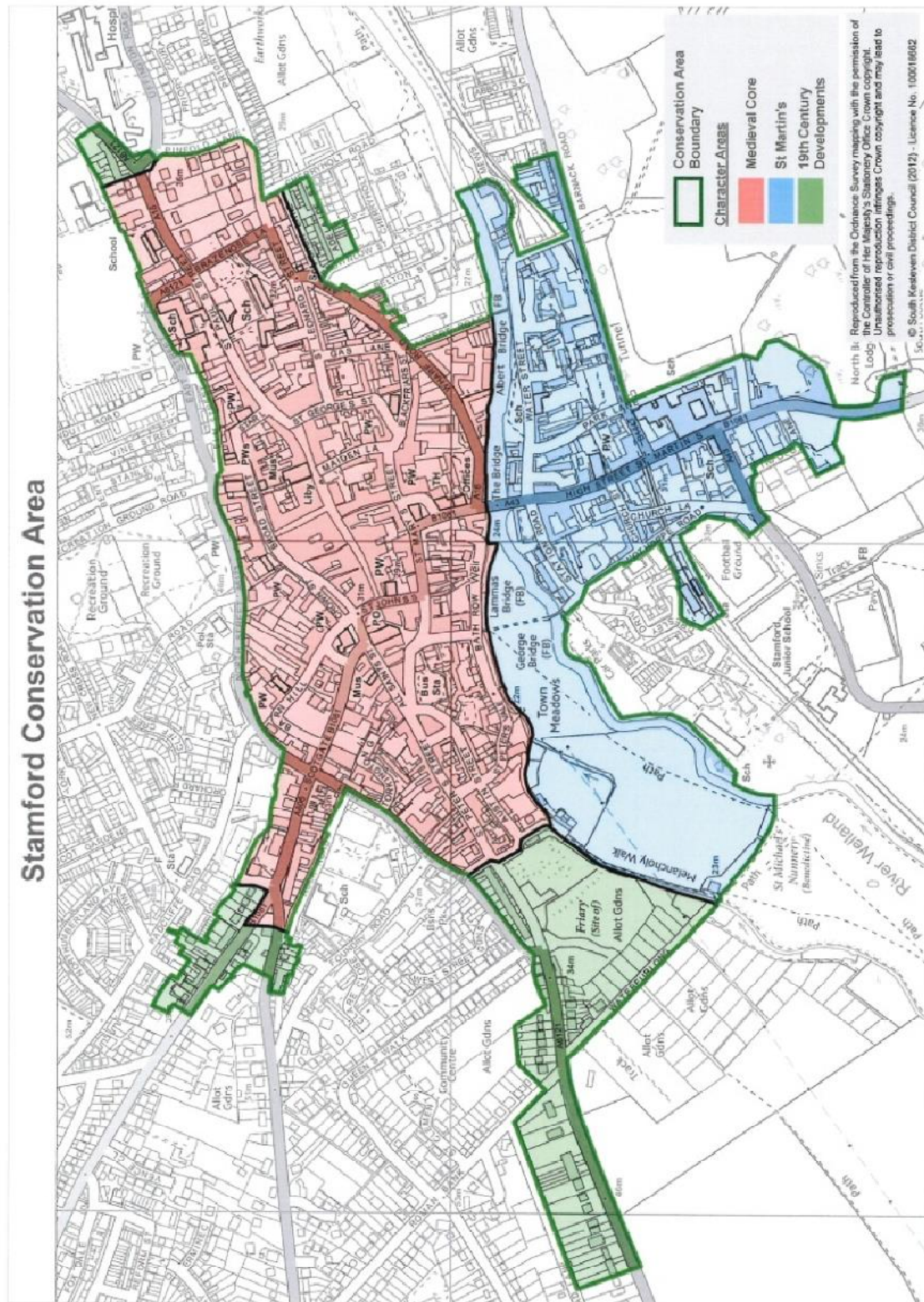
- 15.1 Town and Country Planning (General Permitted Development) (England) Order 2015  
<http://www.legislation.gov.uk/uksi/2015/596/contents/made>
- 15.2 The Town and Country Planning (Compensation) (England) (Amendment) Regulations 2017  
<http://www.legislation.gov.uk/uksi/2017/392/contents/made>



- 15.3 The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017. <http://www.legislation.gov.uk/ukSI/2017/1314/made>
- 15.4 National Planning Policy Framework (March 2012)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)
- 15.5 Historic England publication: Restricting Permitted Development: Article 4 Directions and Heritage+  
<https://historicengland.org.uk/advice/hpg/historic-environment/article4directions/>



# APPENDIX 1 MAP OF STAMFORD CONSERVATION AREA





## South Kesteven District Council

### Equality Analysis (Stage 1)

#### ARTICLE 4 DIRECTION - STAMFORD CONSERVATION AREA

<b>Service Area:</b>  <b>Development Management</b>	<b>Lead officer:</b> Ian Wright	<b>Date of Meeting</b>  12/04/18
	<b>Assessors:</b> Sylvia Bland	
	<b>Neutral Assessor:</b> Carol Drury	

**1. Name and description of policy/service/function/strategy**

It is proposed to designate an Article 4 Direction to remove specific permitted development rights from residential properties within the Stamford Conservation Area. This is being carried out in order to prevent the continued gradual erosion of architectural details relating to the historic fabric of unlisted buildings in the Stamford Conservation Area in the interests of preserving the character and appearance of the Conservation Area.

The designation is procedural in nature. The effect of the Article 4 Direction would be to require the submission of a planning application in order to assess the merits of the proposals against national and local planning policy together with any other material planning considerations. There is provision for compensation to be paid to the landowner for abortive expenditure and any loss or damage caused by the loss of rights. Research has shown that this is very unlikely to be evoked.

A fee may be charged for a planning application required as a result of designating an Article 4 Direction. It will not be higher than the current fee for a householder planning application.

**Is this a new or existing policy?**

**New**



2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

<b>Equality Group</b>	<b>Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups?</b>  <b>Please state which for each group</b>	<b>Please describe why the impact is positive or negative.</b> <b>If you consider this policy etc is not relevant to a specific characteristic please explain why</b>
<b>Age</b>	Neutral	This protected characteristic is not a determinant of this designation.
<b>Disability</b>	Potential for negative impact	This protected characteristic is not a determinant of this designation. However it is recognised that the access needs of persons with a disability could be negatively impacted upon should this designation be applied without consideration of individual requirements. Reasonable adjustments required to meet the needs of an individual with a disability will be positively addressed on a case-by-case basis in the execution of this designation.
<b>Race</b>	Neutral	This protected characteristic is not a determinant of this designation. However, should an individual require information in their language of origin this will be supplied on request.
<b>Gender Reassignment</b>	Neutral	This protected characteristic is not a determinant of this designation.
<b>Religion or Belief</b>	Neutral	This protected characteristic is not a determinant of this designation.
<b>Sex</b>	Neutral	This protected characteristic is not a determinant of this designation.
<b>Sexual Orientation</b>	Neutral	This protected characteristic is not a determinant of this designation.
<b>Pregnancy and Maternity</b>	Neutral	This protected characteristic is not a determinant of this designation.
<b>Marriage and Civil Partnership</b>	Neutral	This protected characteristic is not a determinant of this designation.



<b>Carers</b>	Neutral	No direct impact has been identified in relation to those with caring responsibilities beyond those already addressed under the protected characteristic of disability
<b>Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</b>  *(IMD = Indices of multiple deprivation)	Neutral	People within the other groups identifier were not a determinant of this designation.
<b>General comments</b>	This designation relates to buildings rather than persons directly and as such impacts on all the protected characteristics.  Information in alternative formats will be provided on request to persons with disabilities, literacy issues and to those whose first language is not English.	

**3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)**

No equality data or information has informed the intention to commence the formal process to designate an Article 4 Direction to date.

Public consultation would take place following the resolution to commence the formal process to designate an Article 4 Direction and the comments received will be taken on board before final decision is made. This is a statutory requirement of the designation process as set out in Schedule 3 of the General Permitted Development Order 2015.

**If there are any gaps in the consultation/monitoring data, how will this be addressed?**

None

**4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.**

a)	Equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="" type="checkbox"/>
<b><i>If you have checked option a) you will need to complete a Stage 3 analysis when your policy/service/function/strategy has been implemented</i></b>		



b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<b><i>If you have checked option b) you will need to answer questions b.1 and b.2</i></b>		
c)	Adverse impact but continue	<input type="checkbox"/>
<b><i>If you have checked option c) you will need to answer questions c.1</i></b>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

**b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?**

Not applicable

**b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.**

There is statutory requirement to consult the general public, Stamford Civic Society and Stamford Town Council as part of the formal designation process.

***If you have checked option b) you will need to complete a Stage 2 equality analysis***

**c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/ strategy.**

Not applicable

***If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.***

**Signed (Lead Officer):**  
(Name and title)

**Ian Wright**  
Principal Conservation Officer

**Date completed:**

9.3.18

**Signed (Neutral Assessor): Carol Drury**  
(Name and title)

Community Engagement and Policy Development Officer

**Date signed off:**

13.3.18





## Cabinet

Report of: Councillor Dr Peter Moseley  
Cabinet Member for Environment

Report to:	<b>Cabinet</b>
Date:	<b>12<sup>th</sup> April 2018</b>
Subject:	<b>Enviro Crime Enforcement Policy- Report Number ENV686</b>

<b>Decision Proposal:</b>	Key Decision
<b>Relevant Cabinet Member:</b>	Councillor Dr Peter Moseley Cabinet Member for Environment
<b>Report author:</b>	Mark Jones, Service Manager, Neighbourhoods m.jones@southkesteven.gov.uk 01476 406 297 Date: 08.03.2018
<b>Reviewed by:</b>	Ian Yates, Assistant Director, Environmental Services i.yates@southkesteven.gov.uk 01476 406 201 Date: 12.03.2018
<b>Signed off by:</b>	Tracey Blackwell, Strategic Director, Environment and Property t.blackwell@southkesteven.gov.uk 01476 406 058 Date: 14.03.2018
<b>Approved for publication:</b>	Councillor Dr Peter Moseley, Cabinet Member for Environment Date: 19.03.2018

### SUMMARY

A draft Enviro Crime Enforcement Policy has been developed in line with the Council's ambition to maintain a much improved environment across the district. Members of the Environment Overview and Scrutiny Committee considered a range of options in connection with the Council's approach to enforcement to stop those who continue to commit enviro crimes such as littering, fly tipping, graffiti and other associated anti-social behaviours. This draft policy has been endorsed for approval by the Environment Overview and Scrutiny Committee following a debate at their meeting on 20<sup>th</sup> February 2018.



## **RECOMMENDATION**

It is recommended that Cabinet:

1. Adopts the Enviro Crime Enforcement Policy attached at Appendix 1 to this report.
2. That the Fixed Penalty Notice charges remain at the levels proposed by Council until they can be reviewed based on experience.
3. Supports the principle of delivering the enforcement service through alternative council owned delivery arrangements.

## **1. BACKGROUND TO REPORT**

- 1.1 The Council is committed to improving the attractiveness of the district as was demonstrated through the delivery of the Big Clean project providing a much improved street environment. This in turn supports the Councils overriding objective to encourage economic growth by assisting in our aim to make the district attractive to investors, residents and visitors.
- 1.2 In addition to providing the necessary resources to maintain our higher street standards consideration should also be given to how we can provide appropriate enforcement to stop those who continue to commit enviro crimes such as littering, fly tipping, graffiti and other associated anti-social behaviours.
- 1.3 For many of the offences the Council can use Fixed Penalty Notices (FPNs). A FPN can be served on an individual or business for an offence. It offers the recipient the opportunity to pay a penalty rather than being taken to court and prosecuted. By paying the FPN the recipient discharges their liability to conviction for the offence for which the FPN was issued.

## **2. Enviro Crime Enforcement Policy**

- 2.1 An all Member workshop was held in December 2017 to explore the various options available to the Council for the main areas of environmental crimes.
- 2.2 The areas considered were:
  - Littering
  - Fly tipping
  - Dog fouling
  - Dog control
  - Graffiti
  - Domestic waste
  - Commercial waste
- 2.3 In addition to the above, reference to fly posting, abandoned vehicles and nuisance parking have also been included in the draft policy for completeness. The ability to issue FPNs to householders failing in their 'duty of care' when transferring waste to third parties may be legislated for by the Government in due course.



- 2.4 For each of the environmental crimes detailed above, six key questions and associated options available were considered:
- When would a fixed penalty notice be issued?
  - What age group would be issued a penalty?
  - What appeal process, if any, should be available?
  - What should the level of fine be?
  - Would early payments be allowed?
  - What action would be taken for non-payment?
- 2.5 The feedback from the workshop produced some common themes and these can be summarised as follows:
- FPNs will, in the main, be issued when authorised officers have witnessed an offence. Warnings will not be given first as has been the case to date
  - FPNs will be issued to offenders aged 16 or above
  - An appeals process will be in place around an agreed framework
  - The levels of fine will be increased to reflect the seriousness of the offence with no early payment reductions
  - All non-payment cases will be considered for court action
- 2.6 The draft Enviro Crime Enforcement Policy as attached at Appendix 1 was developed following the workshop and is based on current statutory legislation and the views of Members.
- 2.7 The Committee endorsed the draft policy at this meeting and recommended it to the Cabinet Member for Environment for adoption. The Committee also recommended that the penalty relating to enviro crime be increased to the current maximum level set by central government which, for littering, graffiti and fly-posting increased to £150 from the 1<sup>st</sup> April 2018. This recommendation differs from the approach taken by members through the fees and charges process through which the default fine level (£100) was set for these offences rather than the maximum.
- 2.8 Having investigated the Environment Overview and Scrutiny recommendation to increase the penalty to the government maximum it was considered that this level of increase for littering offences would be disproportionate at this time. The increase has the potential to significantly impact on the payment rate in relation to penalties awarded and subsequent additional enforcement costs which may not be recovered. This should be reviewed in due course based on future operational experience.



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

- 3.1 Various options for the response to each offence were considered in the workshop. Following feedback Members wished for the public space protection order (dog control) to be reviewed to consider the inclusion of extra conditions relating to dog fouling and a requirement to carry the means to pick up dog waste.

### **4. RESOURCE IMPLICATIONS**

- 4.1 This report is seeking support for the enforcement policy relating specifically to environmental crimes. Work has been undertaken to assess options for increasing the levels of enforcement which do not incur an additional financial burden on Council Tax payers. In order to achieve this, the utilisation of a local authority owned company may offer the best solution as it would provide an opportunity to develop separate income streams at the same time as providing a comprehensive enforcement service across the district. Financial provisions have been made in the 2018/19 budget.

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

- 5.1 The Council's reputation could be affected/impacted on by stronger enforcement so clearly communicating to all stake holders the reasons for such an approach will be paramount.

### **6. ISSUES ARISING FROM IMPACT ANALYSIS**

- 6.1 Equality analysis has been undertaken in relation to this Policy and is attached at Appendix 2.

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

- 7.1 There is a clear connection between standards of cleanliness and environmental crime, as well as significantly impacting upon the environment, this can encourage more serious forms of anti-social behaviour. This approach should have a positive impact by assisting in delivering an improved street scene environment.

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

- 8.1 As stated at section 4 of the report, the financial considerations relating to the policy have been included in the budget proposals for 2018/19 which were approved by Council on 1<sup>st</sup> March 2018. An appraisal, including financial considerations has been undertaken in respect of enforcement arrangements going forward.



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

- 9.1 The offences for which a fixed penalty notice can be issued are set out in various Acts and the enforcement procedures and processes will need to comply with the relevant legislation. In addition to the legislation relating to the offences, there are other areas of legislation that will also need to be considered and complied with, these include but are not limited to the Human Rights Act 1998, the Police and Criminal Evidence Act 1984 in connection with the investigation and prosecution of criminal offences and where the use of covert directed surveillance is deemed appropriate, for example, by using hidden CCTV cameras, the appropriate authorisations under the Regulation of Investigatory Powers Act 2000 (as amended), will be required.

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

- 10.1 None

## **11. APPENDICES**

Appendix 1 Draft Enviro Crime Fixed Penalty Notice Policy  
Appendix 2 Equality Impact – Initial Analysis

## **12. BACKGROUND PAPERS**

[Report to Environment Overview and Scrutiny 20 Feb 2018](#)

[SKDC Corporate Enforcement Policy](#)

[SKDC Environmental Services Enforcement Policy](#)



South Kesteven District Council  
Enviro Crime Enforcement Policy

DRAFT

Version Control

Version 1.0	Date adopted- TBC	Responsible Officer Mark Jones- Neighbourhoods Manager
	Review date-	
	Review date-	



## **1. Introduction**

The Council deals with a range of offences, several of which can be dealt with by way of a Fixed Penalty Notice (FPN). A FPN can be served on an individual or business for an offence. It offers the recipient the opportunity to pay a penalty rather than being taken to court and prosecuted. By paying the FPN the recipient discharges their liability to conviction for the offence for which the FPN was issued.

This Policy is designed to inform members of the public what they can expect from the Council in terms of how it serves Fixed Penalty Notices. It also sets out how we will respond to appeals and makes it clear when the Council will issue FPNs in terms of offence and age.

## **2. Aims**

This Policy will create consistency in terms of our approach to the issuing of FPNs and supports the investment made by the Council in keeping our streets clean. The implementation of this Policy and subsequent operational service delivery aims to provide a clean environment for those residing, visiting, working and investing within South Kesteven. It aims to raise the profile of environmental crime, facilitating the enforcement of offences in line with the relevant legal powers available.

## **3. Delegation**

All officers who issue FPNs shall be authorised by the Assistant Director for Commercial and Operational Services under delegated authority.

The Assistant Director for Commercial and Operational Services will have the authority to withdraw the FPN in appropriate circumstances.

## **4. Joined Up Working**

The Council will work in close partnership with external bodies such as Lincolnshire Police, The Environment Agency and Parish Councils to extend the enforcement service within the District.

## **5. Approach**

Fixed Penalty Notices provide a quick, visible and effective way of dealing with straightforward environmental crimes, and an alternative to prosecution. Normally offences resulting in a FPN will be witnessed directly by the officer. However, an officer may consider it appropriate to issue a FPN to an offender if they have not directly witnessed the offence, but have reliable witness testimony.

A FPN will be appropriate for first-time offenders and one-off incidents meaning the recipient can avoid a court appearance and possible conviction. The Council will adopt a robust approach in its use of FPNs and all other associated enforcement powers. Our officers, or those working on behalf of the Council, will be fair but firm, polite and consistent.



A FPN will only be issued when:

- an offence has been committed
- a FPN is a proportionate response
- there is evidence to support prosecution if the offender doesn't pay the fixed penalty
- the offender understands why the FPN is being issued
- it is believed that the name and address offered by the offender are correct

A FPN will not be issued if:

- there is no criminal liability
- enforcement action is inappropriate or would be disproportionate for the offence
- littering is done accidentally
- prosecution is more appropriate

## 6. Offences

This policy applies to the categories of offences set out below:

Littering	A person commits an offence if he throws down, drops or otherwise deposits any litter in any place which is open to the air and which the public have access to, with or without payment. This will also apply to littering from vehicles as of 1 <sup>st</sup> April 2018.
Public Space Protection Order (Dog Control Order)	<p>Fouling – a person commits an offence if, whilst in charge of a dog, within the SKDC area he fails to remove faeces from land which is open to the air and to which the public are entitled or permitted to have access (includes covered land that is open to the air on at least one side).</p> <p>Dogs on Leads – a person commits an offence if, whilst in charge of a dog, he fails to comply with a direction given by an authorised officer to put and keep a dog on a lead of not more than 1m in length on land which is open to the air and to which the public are entitled or permitted to have access (includes covered land that is open to the air on at least one side).</p> <p>Dogs Excluded from Designated Areas – a person commits an offence, if whilst in charge of a dog, he takes the dog on to or permits the dog to enter or remain on any land to which the order applies.</p> <p>Further detail relating to the original dog control orders can be found at <a href="#">Dog Control Orders 2010</a></p>
Fly Tipping	A person commits an offence if he deposits (or knowingly causes/permits) controlled waste to be deposited in or on any land unless a waste management licence authorising the deposit is in force and the deposit is in accordance with the licence.



Domestic Waste Offence	A person commits an offence if, without reasonable excuse, they do not present their household waste for collection in the specified manner.
Commercial Waste Offence	A person commits an offence if they store waste in a manner that causes a nuisance or is detrimental to the amenities of the locality.
Waste Transfer Offence	A person commits an offence if he fails to produce waste transfer documentation.
Public Space Protection Order (Alcohol Control)	Failing to surrender alcohol when asked to do so by an authorised officer.
Community Protection Notice	It is an offence if a person fails to comply with reasonable requirements that are imposed to prevent a detrimental effect continuing or recurring.
Graffiti	A person is guilty of an offence if they deface with graffiti any property that is not their own or that they do not have the permission of the owner to deface.
Fly Posting	A person commits an offence if he displays advertising material on buildings and street furniture without the consent of the owner.
Abandoning a Vehicle	A person commits a criminal offence if he abandons a motor vehicle or anything that has formed part of a motor vehicle on any land in the open air or on any other land forming part of a highway.
Nuisance Parking	A person commits an offence if he leaves (or causes to be left) two or more motor vehicles parked within 500m of each other on a road or roads where they are exposed or advertised for sale.

## **7. Age**

The issue of a FPN will only be considered for those persons who commit an offence and are aged 16 years or above.

Where a person under the age of 16 has committed an offence, officers will seek to work with parents and/or schools to prevent further offences and educate the young person where possible. Appropriate adults will be sought in all cases.

## **8. Fee and Payment**

The fee for each type of fixed penalty notice, where not set by law, will be set by Council during the annual budget review. Where a new offence is established or variation to existing penalty fee takes place within the budget year, then the relevant legislated default penalty fee will be adopted.

If the person either refuses to accept a FPN or, having accepted such a notice, does not pay before the end of the suspended enforcement period of 14 days, a reminder letter will be issued giving a further seven days' notice from the date of this letter. If the fixed penalty remains unpaid and to ensure



the credibility of a FPN scheme, the assumption will be that all cases involving non-payment will be considered for referral to court.

Payment of a fixed penalty by instalments will not be accepted. In cases of demonstrable hardship, consideration may be given by a senior officer to extending the suspended enforcement period and delaying the issue of summons.

## **9. Appeals**

The method of appeal will be detailed on the FPN or accompanying documentation.

The relevant appeal process will be adhered to wherever legislated for, in all other circumstances the appeal timeline below will be followed.

Appeals must be made within 5 working days of the date of issue of the FPN and will be considered on a case by case basis. Matters for consideration may be:

- Demonstrable lack of mental capacity
- Demonstrable lack of physical capacity

Appeals will not be considered on the grounds of:

- Insufficient funds to pay
- Denial of the offence

Responses to appeals will be provided within 10 working days. The FPN will be suspended during this appeal period. Should the appeal be dismissed then a further period of 5 working days will be allowed for payment. Further appeal is not available within the Council. Alleged offenders may choose to defend their case in the Magistrates' court.

## **10. Court Action**

A FPN may not be appropriate where it is known that the offender has previously been issued with a FPN for a similar offence, particularly if they have not paid. Court action will be considered in such cases as will offences where the impact of the offence upon the local environment and the cost related to rectifying is significant. Court action will be considered if:

- Payment has not been made
- the offence is major, e.g. significant fly tip, dumping of hazardous waste
- the offence is committed by a persistent offender
- the offender is violent or aggressive

## **11. Publicity**

The Council takes a positive approach to publicising enforcement work and recognises the significant impact of such publicity. The aim of this publicity is to raise the profile of the offences, increase confidence from the public and deter future offenders. The Council will also periodically publish performance information on FPNs and other enforcement action through the Council's reporting mechanisms.





## South Kesteven District Council

### Equality Impact (Initial Analysis)

### Enviro Crime Enforcement Policy

<b>Service Area:</b>	<b>Lead officer:</b> Mark Jones	<b>Date of Meeting</b>  02/02/18
Environmental Services	<b>Assessors:</b> Mark Jones	
	<b>Neutral Assessor:</b> Carol Drury	



**1. Name and description of policy/service/function/strategy**

The Enviro Crime Enforcement Policy has been produced to give guidance to officers with responsibility for issuing notices to those seen committing offences as listed on page 3 of the policy. This policy outlines the offences, our approach and circumstances under which a notice can be served.

**Is this a new or existing policy?** **New**

**2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.**

<b>Equality Group</b>	<b>Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups?</b>  <b>Please state which for each group</b>	<b>Please describe why the impact is positive or negative.</b> <b>If you consider this policy etc is not relevant to a specific characteristic please explain why</b>
<b>Age</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy. Whilst there is legislation allowing a fixed penalty notice to be served on anyone aged 10 years and above, this Council has taken the decision not to serve notices on persons aged under 16 years.
<b>Disability</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy. Legislation defines exemptions for individuals with disabilities in relation to specific offences. The policy takes these



		requirements into consideration.
<b>Race</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Gender Reassignment</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Religion or Belief</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Sex</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Sexual Orientation</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Pregnancy and Maternity</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Marriage and Civil Partnership</b>	Neutral	Individual protected characteristics have not been identified as being a determinant in the development or delivery of this policy.
<b>Carers</b>	Neutral	Under this policy, carers would not be held responsible for any exempted (by reason of disability) offences committed by those for whom they care.



<b>Other Groups</b> <b>(e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</b>  *(IMD = Indices of multiple deprivation)	Neutral	Extended payment periods will be considered for those issued with a fixed penalty notice who are socio-economically disadvantaged.
<b>General comments</b>	Evidence provided by individuals served with a fixed penalty notice which shows extenuating circumstances could have the notice over-turned by a senior officer of this Council.	

3. **What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)**

None

**If there are any gaps in the consultation/monitoring data, how will this be addressed?**

N/A

4. **Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.**

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="checked" type="checkbox"/>
<b><i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i></b>		



b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<b><i>If you have checked option b) you will need to answer questions b.1 and b.2</i></b>		
c)	Adverse impact but continue	<input type="checkbox"/>
<b><i>If you have checked option c) you will need to answer questions c.1</i></b>		
d	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

**b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?**

**b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.**

***If you have checked option b) you will need to complete a Stage 2 equality analysis***

**c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.**

***If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.***

**Signed (Lead Officer):**  
(Name and title)

**Mark Jones**  
Service Manager, Neighbourhoods

**Date completed:**

**02/02/18**

**Signed (Neutral Assessor):**

**Carol Drury**



*(Name and title)*

Community Engagement and Policy Development  
Officer

**Date signed off:**

**02/02/18**





## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 April 2018</b>
Subject:	<b>Decisions taken by individual Cabinet Members (LDS276)</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: 9 March 2018
<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: 13 March 2018
<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: 14 March 2018
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 22 March 2018

### SUMMARY

This report provides an overview of decisions taken by individual Cabinet members since the last meeting of the Cabinet on 8 March 2018.



## **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 8 March 2018.

### **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 8 March 2018 the following decisions have been made:
  - **Pilot Food Waste Collection Service**  
Non-key decision taken by the Cabinet Member for Environment on 5 March 2018  
Date decision effective: 14 March 2018  
Report ENV684 and decision notice attached as appendix A
- 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: Pilot Food Waste Collection Service

## **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: Assistant Director Environment

REPORT NO. ENV684

DATE: 22 February 2018

<b>SUBJECT OF NON KEY DECISION:</b>	<b>Pilot Food Waste Collection Service</b>
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<b>CABINET MEMBER REMIT:</b>	Environment	
<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>No</b>
<b>BACKGROUND PAPERS:</b>	Cabinet report ENV674 Pilot Food Waste Collection Service <a href="http://moderngov.southkesteven.gov.uk/documents/s19370/Cabinet%20Food%20wastev6F%20002.pdf">http://moderngov.southkesteven.gov.uk/documents/s19370/Cabinet%20Food%20wastev6F%20002.pdf</a>	

### (1) PURPOSE OF REPORT

To seek approval to undertake a pilot food waste collection service to approximately 4700 properties in South Kesteven district over a 12 month period, funded by Lincolnshire County Council on behalf of the Lincolnshire Waste Partnership (LWP).



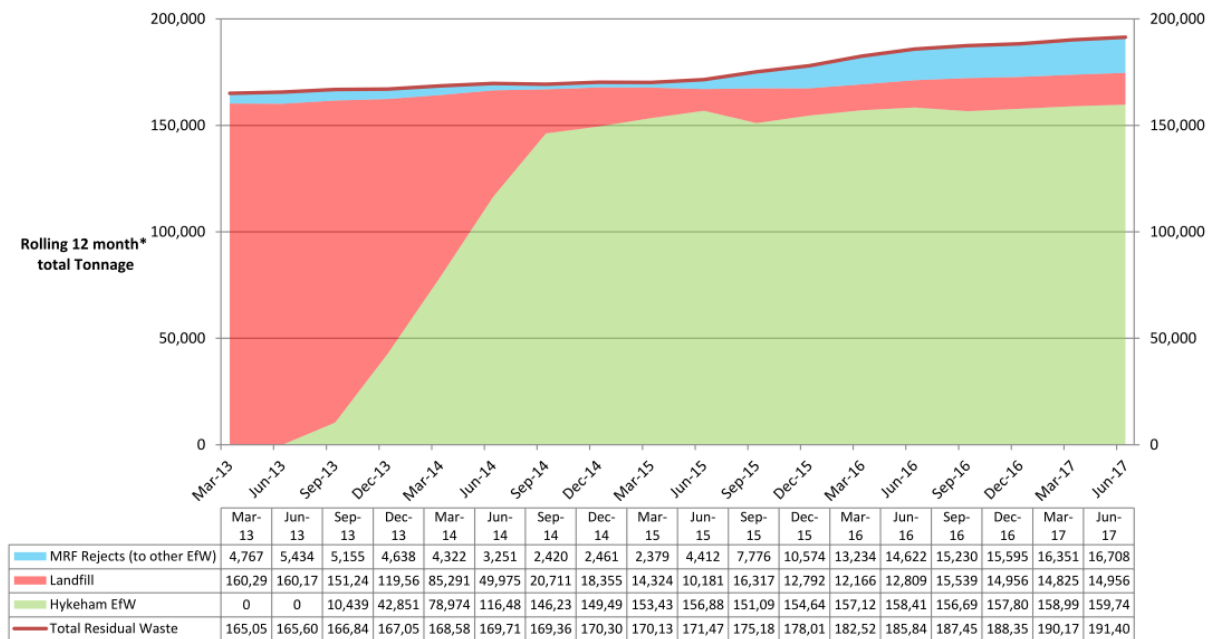
**(2) RECOMMENDATION(S)**

It is recommended that the Cabinet Member for Environment approves the implementation of a pilot food waste service on behalf of the Lincolnshire Waste Partnership under the terms agreed and set out in this report ENV684.

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

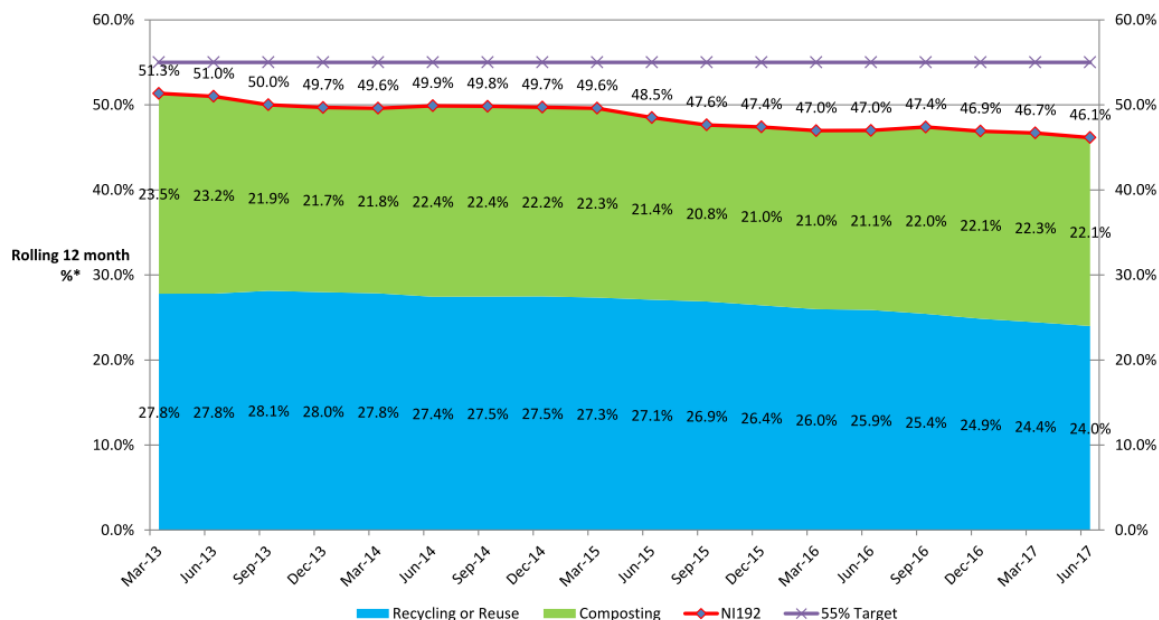
- 3.1 The Lincolnshire Waste Partnership (LWP) brings together the 7 Lincolnshire Waste Collection Authorities (Districts and the City), the Waste Disposal Authority (Lincolnshire County Council) and the Environment Agency as the partners responsible for managing the municipal waste produced in Lincolnshire. Through this partnership a Joint Municipal Waste Management Strategy (JMWMS) is produced providing the strategic framework through which all the partners manage the waste produced. The current 2008 strategy is now under review with a focus on innovation and new ways of working to deliver the intended outcomes.
- 3.2 Good progress has been made towards the goals as set out in 2008; with recycling rates continuing upwards from around 12% to around 46% in 2017 and the diversion of residual waste from landfill to the new energy from waste (EFW) plant at North Hykeham. The strategy was not designed to rely entirely on EFW to meet all the landfill diversion targets. The intention was to ensure the waste hierarchy was supported through waste prevention, re use, recycling and then energy from waste with landfill being a final option.
- 3.3 In respect of Lincolnshire, the graph produced by Lincolnshire County Council below demonstrates the shift away from landfill, the increasing volume of residual waste being produced and the growing levels of rejected materials (contamination) from the Materials Recycling Facility (MRF). The contamination is often due to food waste.





\* Data is calculated as a rolling 12 month total for example: June 17 shows the total tonnage collected for the 4 quarters from 1st July 2016 to 30th June 2017.

3.4 The graph produced by Lincolnshire County Council below demonstrates the downward trend in the overall level of materials recycled across Lincolnshire. This reflects the national picture. Currently, the most common methods of recycling in Lincolnshire are by means of the co-mingled wheeled bin fortnightly and dedicated green waste wheeled bin collections. There are no separate weekly food waste collections.



\* Data is calculated as a rolling 12 month total for example: June 17 shows the total tonnage collected for the 4 quarters from 1st July 2016 to 30th June 2017.

3.5 Cabinet at its 11 January 2018 meeting supported the principle to pilot a food waste collection service.



#### **(4) Food Waste Collections**

- 4.1 As part of the development of the new JMWMS, a number of different approaches are being considered, including the option for countywide food waste collections. This could help reduce the amount of waste being sent to the EFW plant, improve recycling rates and reduce levels of food contamination in the recycled waste. In order to assess the impact of food waste collections in Lincolnshire, the County Council has requested support from a Waste Collection Authority to pilot an approach.
- 4.2 A pilot food waste collection service will enable the assessment of the following over varying geographical and demographic areas:-
- the amount of food waste that can be collected on a weekly basis
  - the levels of participation and customer acceptance
  - the collection costs
  - the impact on the different waste streams i.e. residual and recycling
  - the impact on the volume of residual waste sent to the EFW plant
  - the impact on recycling rates

#### **(5) The Pilot**

- 5.1 Agreement has been reached with Lincolnshire County Council (LCC) who will fund the pilot service. LCC will make an initial payment of £150,015 to cover the collection service for 12 months. This covers the additional collection costs (vehicles and manpower) and includes the procurement of the required kitchen and kerbside food waste caddies and associated liners. The final communications campaign programme and associated expenditure is subject to further agreement between the two parties but will be funded by LCC. A letter confirming the overall arrangement has been received from LCC.
- 5.2 It is intended that the pilot food waste service will operate on an existing collection round, making it possible to measure the impact of the service on the residual and recycled waste streams. The selected round covers different geographical and demographical areas of the District, collecting from approximately 4,700 properties. This is expected to result in an average of around 1.3kg of food waste being collected per property over the period of the pilot, amounting to a possible 320 tonnes per annum. A smaller pilot scheme will not deliver scales of economy in terms of collection costs compared to a District wide scheme.
- 5.3 The pilot results will be shared with the LWP, allowing the partnership to make informed decisions for the future waste strategy.

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

- 6.1 This pilot is to be fully funded from Lincolnshire County Council and at no cost to the District Council. Therefore it is important to ensure all costs associated with



the pilot are identified and allocated to ensure the contribution from the County Council is not exceeded.

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

- 7.1 As a waste collection authority, the District Council, has a duty to collect household waste free of charge in accordance with the Environmental Protection Act 1990. Food waste is collected in general household waste black bins. Currently, there is no legal requirement for the separate collection of food waste. The provision of such a service would be at the discretion of each collection authority.

**(8) OFFICER CONTACT**

Ian Yates, Assistant Director, Environment  
E-mail: [i.yates@southkesteven.gov.uk](mailto:i.yates@southkesteven.gov.uk)  
Tel: 01476 406201

**(9) DATE DECISION EFFECTIVE:**

**If decision taken on 5<sup>th</sup> March 2018 date effective will be Wednesday 14<sup>th</sup> March 2018**





## **CABINET MEMBER DECISION**

### **Decision:**

**That approval is granted for the implementation of a pilot food waste service on behalf of the Lincolnshire Waste Partnership under the terms agreed and set out in report ENV684.**

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

To seek approval to undertake a pilot food waste collection service to approximately 4700 properties in South Kesteven district over a 12 month period.

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

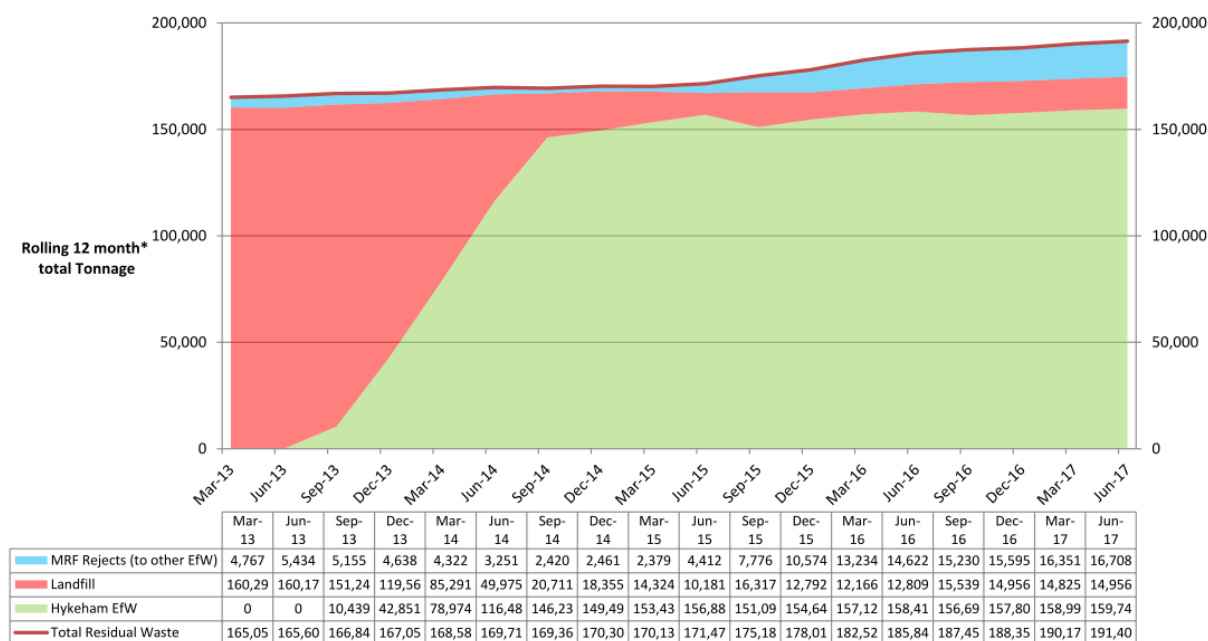
The Lincolnshire Waste Partnership (LWP) brings together the 7 Lincolnshire Waste Collection Authorities (Districts and the City), the Waste Disposal Authority (Lincolnshire County Council) and the Environment Agency as the partners responsible for managing the municipal waste produced in Lincolnshire. Through this partnership a Joint Municipal Waste Management Strategy (JMWMS) is produced providing the strategic framework through which all the partners manage the waste produced. The current 2008 strategy is now under review with a focus on innovation and new ways of working to deliver the intended outcomes.

Good progress has been made towards the goals as set out in 2008; with recycling rates continuing upwards from around 12% to around 46% in 2017 and the diversion of residual waste from landfill to the new energy from waste (EFW) plant at North Hykeham. The strategy was not designed to rely entirely on EFW to meet all the landfill diversion targets. The intention was to ensure the waste hierarchy was supported through waste prevention, re use, recycling and then energy from waste with landfill being a final option

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

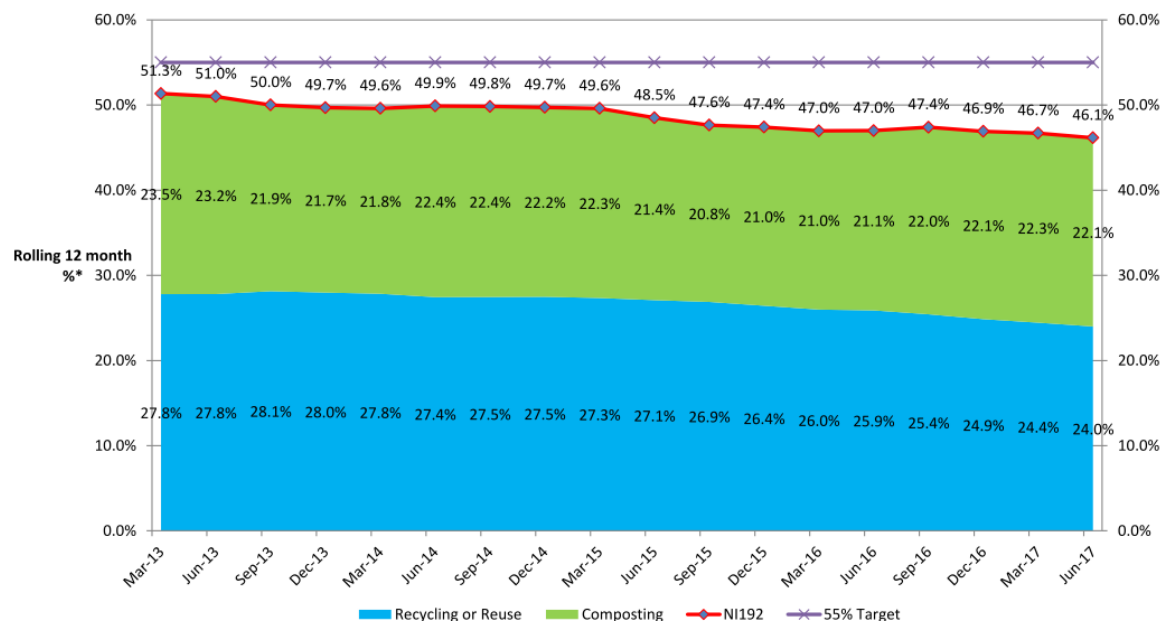
In respect of Lincolnshire, the graph produced by Lincolnshire County Council below demonstrates the shift away from landfill, the increasing volume of residual waste being produced and the growing levels of rejected materials (contamination) from the Materials Recycling Facility (MRF). The contamination is often due to food waste.





\* Data is calculated as a rolling 12 month total for example: June 17 shows the total tonnage collected for the 4 quarters from 1st July 2016 to 30th June 2017.

The graph produced by Lincolnshire County Council below demonstrates the downward trend in the overall level of materials recycled across Lincolnshire. This reflects the national picture. Currently, the most common methods of recycling in Lincolnshire are by means of the co-mingled wheeled bin fortnightly and dedicated green waste wheeled bin collections. There are no separate weekly food waste collections.



\* Data is calculated as a rolling 12 month total for example: June 17 shows the total tonnage collected for the 4 quarters from 1st July 2016 to 30th June 2017.

Cabinet at its 11 January 2018 meeting supported the principle to pilot a food waste collection service.



## **Food Waste Collections**

As part of the development of the new JMWMS, a number of different approaches are being considered, including the option for countywide food waste collections. This could help reduce the amount of waste being sent to the EFW plant, improve recycling rates and reduce levels of food contamination in the recycled waste. In order to assess the impact of food waste collections in Lincolnshire, the County Council has requested support from a Waste Collection Authority to pilot an approach.

A pilot food waste collection service will enable the assessment of the following over varying geographical and demographic areas:-

- the amount of food waste that can be collected on a weekly basis
- the levels of participation and customer acceptance
- the collection costs
- the impact on the different waste streams i.e. residual and recycling
- the impact on the volume of residual waste sent to the EFW plant
- the impact on recycling rates

## **The Pilot**

Agreement has been reached with Lincolnshire County Council (LCC) who will fund the pilot service. LCC will make an initial payment of £150,015 to cover the collection service for 12 months. This covers the additional collection costs (vehicles and manpower) and includes the procurement of the required kitchen and kerbside food waste caddies and associated liners. The final communications campaign programme and associated expenditure is subject to further agreement between the two parties but will be funded by LCC. A letter confirming the overall arrangement has been received from LCC.

It is intended that the pilot food waste service will operate on an existing collection round, making it possible to measure the impact of the service on the residual and recycled waste streams. The selected round covers different geographical and demographical areas of the District, collecting from approximately 4,700 properties. This is expected to result in an average of around 1.3kg of food waste being collected per property over the period of the pilot, amounting to a possible 320 tonnes per annum. A smaller pilot scheme will not deliver scales of economy in terms of collection costs compared to a District wide scheme.

The pilot results will be shared with the LWP, allowing the partnership to make informed decisions for the future waste strategy.

## **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: 05 March 2018**

**Date of Publication of Record of Decision: 06 March 2018**

**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):**

**14 March 2018**





## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 April 2018</b>
Subject:	<b>Matters referred to Cabinet by the Council or Overview and Scrutiny Committees since 8 March 2018 (LDS275)</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: 9 March 2018
<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: 13 March 2018
<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: 14 March 2018
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 22 March 2018

## SUMMARY

This report highlights any matters referred to the Cabinet by the Council or the Council's overview and scrutiny committees since the Cabinet's last meeting on 8 March 2018, 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** The recommendations made by the overview and scrutiny committees to Cabinet are listed in Appendices A to E, together with an overview of the topics discussed during the committees' meetings.
- 1.5** 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, otherwise the synopsis of that meeting will be circulated with the agenda for the next Cabinet meeting.
- 1.6** Since the last meeting of the Cabinet no items have been referred to it by full Council.

## **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 a topic.



## **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 20 March 2018. The paperwork for this meeting can be viewed via the following link: <http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=628&MId=3442&Ver=4>.

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

### Housing Strategy

Considerations:

- Report number HS5 of the Cabinet Member for Communities.
- Results of the wider public consultation carried out in relation to the Housing Strategy.
- Four key themes were identified in the Strategy and these were used as the basis for the questionnaire to which 75% of respondents supported
- The Strategy only gave a strategic direction for housing delivery.
- The action plan contained the detail of how delivery would be carried out.
- Critical to the success of the strategy was that progress would be monitored by the relevant Overview and Scrutiny Committees as well as the Cabinet Member, achievements, progress and any challenges would be reviewed

### Recommendations:

1. To note the feedback from the wider public consultation on the draft South Kesteven District Council Housing Strategy 2017-2021.
2. That the mechanism for monitoring and reporting on progress against the Action Plan be as outlined at 4.2 within report HS5.
3. To review the proposed Year 1 (2018/19) Internal Delivery Plan and note the progress made to date.
4. Subject to further feedback the revised draft South Kesteven District Council Housing Strategy 2017-2021 is agreed and adopted.

*[This item is currently scheduled for Cabinet decision at its meeting on 12 April 2018]*

### Resident Involvement Framework

Considerations:

- Report number Housing 132 of the Cabinet Member for Communities
- Consultation had been undertaken in February 2018 with a survey of 2000 Council tenants.



- A total of 330 responses had been received and the results had shown that tenants were satisfied with the proposals for involvement contained in the revised resident involvement framework.
- The feedback reflected a preference for flexible, low level and local engagement opportunities.
- There was also preference for engagement to be proactive with clear outcomes and feedback to show that involvement had been effective and meaningful.

#### Recommendation:

That the Communities and Wellbeing Overview and Scrutiny Committee recommends to Cabinet the revised Resident Involvement Framework for adoption.

*[This item is currently scheduled for Cabinet decision at its meeting on 12 April 2018]*

### **Community Safety Partnership**

The Committee received a presentation on the Community Safety in Lincolnshire Partnership. The Safer Lincolnshire Partnership was a single multi-agency forum for addressing community safety issues across Lincolnshire. The aims of the partnership were:

- To reduce crime and disorder and increase the safety of individuals and communities across Lincolnshire
- To ensure those living, working or visiting Lincolnshire feel safe and are equipped to cope with any hazards or threats they may encounter.
- To improve communication, coordination and cooperation between agencies allowing them to work together more efficiently and effectively.

### **Community Cohesion**

The Committee received a presentation on Community Cohesion which covered collaborative working, strategy, training and the recent Green Paper issued following Dame Louise Casey's independent review.

The paper says "Local Government should: Take a 'whole council' approach to integration, developing a local vision with partners, businesses, the voluntary and community sector and communities and mainstream integration objectives across policy and service delivery". An Integration Innovation Fund would be introduced to allow organisations to bid to test out new approaches to bring people from different backgrounds together.

A workshop to be arranged, open to all Members to discuss a response to the Green Paper consultation which ends on 5<sup>th</sup> June 2018.

The Cabinet Member for Communities advised the Committee that there was no funding in the budget for community cohesion work.



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

The Culture and Tourism Overview and Scrutiny Committee has not met since the last meeting of the Cabinet.



## Environment Overview and Scrutiny Committee

The Environment Overview and Scrutiny Committee met on 20 February 2018. The paperwork for this meeting can be viewed via the following link:

<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=630&MId=3488&Ver=4>.

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

### Air Quality

Considerations:

- Report number ENV679 which gave details of the Annual Air Quality status report and progress against measures in the Council's Air Quality Action Plan
- Information about the cycle to work scheme and travel SMART
- Usage information about the cycle facility

### Big Clean

Considerations:

- Report number ENV682
- The project had come in under budget by £66,000
- Plans to deploy two permanent teams had been included within the Budget
- Contributions made by volunteers during the 12-week project
- Activities where Lincolnshire County Council was the responsible authority – weed spraying, commenting on the layout of development proposals to ensure that there was access for freighters
- Issues relating to homelessness and rough sleeping that were currently under consideration by the Communities and Wellbeing Overview and Scrutiny Committee

### New Higher Street Standard

Considerations:

- Report number ENV681 of the Cabinet Member for Environment which presented the higher street standard
- Lessons learned from the Big Clean project
- The production of a booklet which had been compiled based on a higher street standard (appended to report number ENV681)
- The proposed approach reflects the Council's objective of encouraging economic growth

Recommendations:

- That the Environment Overview and Scrutiny Committee noted the content of the higher street standard and recommended to the Cabinet Member for Environment that the higher street standard that the Council aspired to be adopted.



## **Enviro Crime Enforcement**

### Considerations:

- Report number ENV680 on enviro crime enforcement including a draft policy appended to the report
- This proposal complemented the introduction of the new higher streets standard
- Feedback from a workshop for members held in December 2017
- Powers of the Council in relation to the issue of fixed penalty notices
- Financial provision for enforcement included and approved as part of the 2018/19 Budget
- Recent changes to the maximum level of fine that could be issued in relation to littering

### Recommendations:

- That the Committee recommended to the Cabinet Member for Environment the adoption of the proposed new Enviro Crime Enforcement Policy with the amendment that the fines be increased to the government maximum

*[This item is currently scheduled for Cabinet decision at its meeting on 12 April 2018]*



## Growth Overview and Scrutiny Committee

The Growth Overview and Scrutiny Committee is next scheduled to meet on 11 April 2018. The paperwork for this meeting can be viewed via the following link:

<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=631&MId=3448&Ver=4>.



## **Rural Overview and Scrutiny Committee**

The Rural Overview and Scrutiny Committee has not met since the last meeting of the Cabinet.





## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>12 April 2018</b>
Subject:	<b>Representations received from non-Cabinet Members (LDS277)</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: 9 March 2018
<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: 13 March 2018
<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: 14 March 2018
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 22 March 2018

## SUMMARY

This report highlights any representations received from non-Cabinet Members since the Cabinet met on 8 March 2018.

## RECOMMENDATION

That the Cabinet considers any representations received from non-Cabinet Members in the period since its last meeting on 8 March 2018.



## **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 non-Cabinet Members to make representations to the Cabinet

## **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 April 2018</b>
Subject:	<b>Cabinet Forward Plan for the period 13 April 2018 and 31 May 2018 (LDS278)</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: 9 March 2018
<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: 13 March 2018
<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: 14 March 2018
<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 22 March 2018

## SUMMARY

This report highlights matters on the Cabinet's forward plan for the period 13 April 2018 to 31 May 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. 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: 13 April 2018 to 31 May 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**  
**13 April 2018 to 31 May 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 – 10 May 2018</b>				
<b>Draft Local Plan – Consultation (recommendation to Council)</b>				
To consider the draft Local Plan prior to public consultation	10 May 2018	To recommend the draft local plan to Council to approve for consultation		Councillor Michael King, Cabinet Member for Economy and Development Roger Ranson Tel: 01476 40 64 38 E-mail: <a href="mailto:r.ranson@southkesteven.gov.uk">r.ranson@southkesteven.gov.uk</a>
<b>Draft Statement of Community Involvement (recommendation to Council)</b>				
To consider the draft Statement of Community Involvement prior to public consultation	10 May 2018	To recommend the draft statement of community involvement to Council to approve for consultation		Councillor Michael King, Cabinet Member for Economy and Development Roger Ranson Tel: 01476 40 64 38 E-mail: <a href="mailto:r.ranson@southkesteven.gov.uk">r.ranson@southkesteven.gov.uk</a>



Summary	Date	Action	Overview & Scrutiny	Contact
<b>St Peter's Hill Redevelopment – office remodelling (Key Decision and Budget Framework Proposal)</b>				
To consider proposals related to the remodelling of the St. Peter's Hill Council Offices	10 May 2018	To decide whether to approve the remodelling of the St. Peter's Hill Council Offices and make any necessary allowance in the 2018/19 budget allocation to fund necessary works and refurbishment costs		Councillor Kelham Cooke, the Deputy Leader and Cabinet Member for Business Transformation and Commissioning
<b>Corporate Strategy (recommendation to Council)</b>				
To consider the draft corporate strategy prior to submission to Council	10 May 2018	To recommend the draft Corporate Strategy to Council for adoption	<i>Joint meeting of all O&amp;S Committees</i> 9 April 2018	Councillor Matthew Lee, the Leader of the Council Aidan Rave <b>E-mail:</b> <a href="mailto:aidan.rave@southkesteven.gov.uk">aidan.rave@southkesteven.gov.uk</a>
<b>Higher Streets Standard (Key Decision)</b>				
To consider arrangements for a higher streets standard	10 May 2018	To make a decision on the adoption of a higher streets standard for South Kesteven	<i>Environment</i> 20 February 2018	Councillor Dr. Peter Moseley, Cabinet Member for Environment Ian Yates <b>Tel:</b> 01476 40 62 01 <b>E-mail:</b> <a href="mailto:i.yates@southkesteven.gov.uk">i.yates@southkesteven.gov.uk</a>
<b>Council – 24 May 2018</b>				
<b>Draft Local Plan – Consultation</b>				
To consider the draft Local Plan prior to public consultation	24 May 2018	To agree the draft local plan for consultation		Councillor Michael King, Cabinet Member for Economy and Development Roger Ranson <b>Tel:</b> 01476 40 64 38 <b>E-mail:</b> <a href="mailto:r.ranson@southkesteven.gov.uk">r.ranson@southkesteven.gov.uk</a>
<b>Governance and Audit Committee Annual Report and Workplan</b>				
The Governance and Audit Committee submits an annual report to council and asks Council to approve its work programme	24 May 2018	To note the contents of the Governance and Audit Committee's Annual Report 2017/18 and approve its work programme for 2018/19		Councillor Ian Stokes, Chairman of the Governance and Audit Committee Debbie Mogg <b>Tel:</b> 01476 40 63 01 <b>E-mail:</b> <a href="mailto:debbie.mogg@southkesteven.gov.uk">debbie.mogg@southkesteven.gov.uk</a>



Summary	Date	Action	Overview & Scrutiny	Contact
<b>Draft Statement of Community Involvement</b>				
To consider the draft Statement of Community Involvement prior to public consultation	24 May 2018	To agree the draft Statement of Community Involvement for consultation		Councillor Michael King, Cabinet Member for Economy and Development Roger Ranson <b>Tel:</b> 01476 40 64 38 <b>E-mail:</b> <a href="mailto:r.ranson@southkesteven.gov.uk">r.ranson@southkesteven.gov.uk</a>
<b>Corporate Strategy (Policy Framework)</b>				
To consider the draft corporate strategy	24 May 2018	To make a decision on the adoption of the draft Corporate Strategy	<i>Joint meeting of all O&amp;S Committees</i> 9 April 2018	Councillor Matthew Lee, the Leader of the Council Aidan Rave <b>E-mail:</b> <a href="mailto:aidan.rave@southkesteven.gov.uk">aidan.rave@southkesteven.gov.uk</a>
<b>St Peter's Hill Redevelopment – office remodelling (Budget Framework Proposal)</b>				
To consider any recommendations made by Cabinet concerning budgetary provision for St. Peter's Hill Redevelopment (office remodelling)	24 May 2018	To make a decision on any adjustments to the budget framework that may be necessary for the delivery of the project		Councillor Kelham Cooke, the Deputy Leader and Cabinet Member for Business Transformation and Commissioning