

# Cabinet



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



Tuesday, 8 February 2022 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's  
Hill, Grantham. NG31 6PZ

**Cabinet** Councillor Kelham Cooke, The Leader of the Council (Chairman)  
**Members:** Councillor Adam Stokes, The Deputy Leader of the Council (Vice-Chairman)

Councillor Barry Dobson, Cabinet Member  
Councillor Annie Mason, Cabinet Member  
Councillor Robert Reid, Cabinet Member  
Councillor Nick Robins, Cabinet Member  
Councillor Rosemary Trollope-Bellew, Cabinet Member  
Councillor Mark Whittington, Cabinet Member  
Councillor Linda Wootten, Cabinet Member

## Agenda

This meeting can be watched as a live stream, or at a later date, via the

[SKDC YouTube Channel](#)

- 1. Register of attendance and apologies for absence**
  
- 2. Minutes of the previous meeting** (Pages 3 - 9)  
Minutes of the meeting held on 13 January 2022.
  
- 3. Disclosure of Interests**

**Items for recommendation to Council**

4. **Budget Proposals for 2022/23** (Pages 11 - 124)
5. **Local Plan Issues and Options Consultation Statement** (Pages 125 - 181)

**Matters Referred to Cabinet by the Council or Overview and Scrutiny Committees**

**Items for information**

6. **Authority Monitoring Report** (Pages 183 - 222)
7. **Corporate Peer Review** (Pages 223 - 249)
8. **Key and Non-Key Decisions taken under Delegated Powers**  
Report of The Leader of the Council.
9. **Cabinet's Forward Plan** (Pages 251 - 255)  
Report of The Leader of the Council.

**EXCLUSION OF THE PRESS AND PUBLIC**

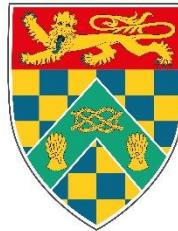
Under Section 100(a)(4) of the Local Government Act 1972, the press and public may be excluded from the meeting during any listed items of business, on the grounds that if they were to be present, exempt information could be disclosed to them as defined in paragraphs 1 and 2 of Schedule 12A of the Act.

10. **Future Ways of Working for InvestSK Ltd** (Pages 257 - 278)

# Minutes

Cabinet

Thursday, 13 January 2022



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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**The Leader:** Councillor Kelham Cooke, The Leader of the Council (Chairman)

**The Deputy Leader:** Councillor Adam Stokes, The Deputy Leader of the Council (Vice-Chairman)

## Cabinet Members present

Councillor Barry Dobson, Cabinet Member for Leisure

Councillor Annie Mason, Cabinet Member for People and Safer Communities

Councillor Robert Reid, Cabinet Member for Housing and Property

Councillor Linda Wootten, Cabinet Member for Corporate Governance and Licensing

## Non-Cabinet Members present

Councillor Breda-Rae Griffin

Councillor Jacky Smith

## Officers

Karen Bradford (Chief Executive)

Alan Robinson (Deputy Chief Executive and Monitoring Officer)

Nicola McCoy-Brown (Director of Growth and Culture)

Andrew Cotton (Director of Housing and Property)

Gary Smith (Director of Commercial and Operations)

Richard Wyles (Assistant Director of Finance and Section 151 Officer)

Anne-Marie Coulthard (Assistant Director of Operations and Public Protection)

Alison Hall-Wright (Head of Finance and ICT)

Graham Watts (Head of Democratic Services and Deputy Monitoring Officer)

Debbie Roberts (Interim Organisational Development and Change Manager)

Patrick Astill (Communications)

## 73. Register of attendance and apologies for absence

Apologies for absence were received from Councillors Nick Robins and Rosemary Trollope-Bellew.

## 74. Minutes of the previous meeting

The minutes of the Cabinet meeting held on 7 December 2021 were confirmed as a correct record.

## **75. Disclosure of Interests**

No interests were disclosed.

## **76. Review of the Hackney Carriage and Private Hire Policy (English language skills test)**

### Purpose of report

To present information for consideration following feedback on the Hackney Carriage and Private Hire Policy that took effect from 1 April 2021 and seek approval to amend the pass mark for the English language skills test.

### Decision

That Cabinet:

1. Approves the amendment of the pass mark for the English language skills test as detailed in the Hackney Carriage and Private Hire Policy, to a Versant test score of 47 out of 80, for a period of six months with immediate effect.
2. Delegates to the Director for Commercial and Operations, in consultation with the Cabinet Member for Corporate Governance and Licensing, to undertake a review at the six month period and either:
  - Maintain the score of 47 out of 80; or
  - Revert to the original score of 58 out of 80.
3. Approves the minor amendment to the Hackney Carriage and Private Hire Policy to clarify the intent of the Policy in respect of the Certificate of Good Conduct.

### Alternative options considered and rejected

Cabinet could have considered that the English language skills test score required revision and conclude that some other score may be more appropriate, or continue with the existing Policy without any of the outlined amendments.

### Reason for decision

As part of the review of the Council's Hackney Carriage and Private Hire Policy the Environment Overview and Scrutiny Committee recommended that an English language skills test should be implemented for new driver applicants as recommended in the Department for Transport Statutory Taxi and Private Hire Standards issued in July 2020.

Following approval of the Policy by Cabinet on 12 January 2021, where an applicant was unable to demonstrate that they held a relevant qualification taught and examined in English, they must pass an English language skills test. To ensure an unbiased and consistent approach, the tests were purchased from Versant, which

was based on the Common European Framework of Reference for Languages, which was an international standard for describing language ability, from A1 (basic) to C2 (proficient).

The current Policy set the pass mark in South Kesteven at a Versant Score of 58 out of 80. The Licensing Committee considered the pass mark at its meeting on 12 November 2021 and recommended that the pass mark be reduced to 54 out of 80, which was equivalent to the entry level for a B1 Independent User. Further consideration was undertaken by the Environment Overview and Scrutiny Committee where it recommended that the pass mark be reduced further to 47 out of 80 which was still an equivalent to the entry level for a B1 Independent User, and that this be reviewed in six months.

A B1 Independent User would be able to understand the main points of clear standard input on familiar matters regularly encountered in work, school and leisure and could deal with most situations likely to arise whilst travelling in areas where the language was spoken.

## **77. Draft Budget Proposals for 2022/23**

### Purpose of Report

To present to Cabinet the draft budget estimates for 2022/23, revenue and capital, for both the General Fund and the Housing Revenue Account and provided the details that had been included in the budget proposals.

### Decision

Cabinet:

1. Supported the budget proposals for 2022/23 in respect of:
  - General Fund – Revenue and Capital
  - Housing Revenue Account – Revenue and Capital
2. Approved consultation in respect of proposed Council Tax levels for 2022/23 for the period 14 – 28 January 2022 (inclusive).
3. Supported the removal of the Bourne Special Expense Area budgets from 1 April 2022.
4. Supported the proposed fees and charges for 2022/23 as set out in Appendix B of the report.
5. Approved the following proposed movements in reserves:
  - £1.581m from the Budget Stabilisation reserve in order to transfer resources to:
    - £1m to the Regeneration reserve

- £331k to the Maintenance reserve
- £250k to the Invest to Save reserve
- Removal of the Commercialisation reserve and transfer the balance of £250k to the Invest to Save reserve
- Use of the additional 2022/23 grants totalling £604k be transferred to the maintenance reserve.

#### Alternative options considered and rejected

The report presented several options which Cabinet considered.

#### Reason for decision

The budget setting process commenced in September 2021 and the proposals had been formulated by the Cabinet, working closely with senior officers, through a number of budget sessions. The workshops focussed on the spending ambitions of the Council to drive forward the Corporate Plan within the financial parameters and budget discussions had also been held in the context of a financially challenging 2021/22 where the Council continued to forecast a General Fund deficit position.

The report comprehensively covered the following aspects of the budget:

- The funding position for the General Fund.
- The draft General Fund budget proposals.
- The Housing Revenue Account position.
- Fees and charges.
- The Capital Programmes 2022/23 to 2024/25.
- The Capital Financing Statement.
- Reserves and balances.

The Cabinet Member for Finance and Waste Services presented the report and explained each of the respective sections of the report. The following points were noted:

- The Budget Joint Overview and Scrutiny Committee at its meeting on 12 January 2022 had considered the budget proposals. No amendments or recommendations from the Committee were proposed.
- The Government had only announced a one-year financial settlement which had presented challenges in terms of considering budgets for future years. The elements of the financial settlement announced by the Government on 15 December 2021 for 2022/23 had not resulted in any changes to the Council's proposals.
- Table 3 set out an unbalanced position for future years, however, this would be subject to subsequent Government financial settlement announcements. It also reflected changes to the Government's funding formula and borrowing costs due to the investment in the Deepings Leisure Centre.
- The Companies Committee would consider specific objectives relating to respective companies at its meeting on 25 January 2022.

- Food waste collections would be suspended until rolled out nationally so there was no provision for this in the 2022/23 budget.

During discussion the following comments were noted:

- Local Authorities continued to face financial challenges on a nation-wide basis, with some having to issue Section 114 Notices. South Kesteven District Council was not in that position as it was being fiscally responsible in terms of its budget and corporate ambitions and objectives.
- The Council remained ambitious, and the budget proposals emphasised this with commitments to Council home improvements, the challenge of addressing climate change, improving mental health and driving forward the local economy.
- The proposed budget represented sustainability but also value for money.
- There remained an ambition to increase the number of electric car charging points across the district, particularly faster charging points. The main problem, however, was that the national grid did not have sufficient capacity with upgrades required which was outside of the Council's control.
- The increase in personnel and fuel costs remained a general concern in relation to the grounds maintenance contract uplift.
- The proposed increase in Council Tax could have a significant impact on some households already struggling. It was noted that the Council Tax Support Scheme was in place which people could access if they were eligible for such support. An assurance was also provided that the Council's staff in the Customer Services and Revenues and Benefits Teams would also signpost people to the relevant support should they be identified as being in financial hardship.

In closing the Leader, on behalf of Cabinet, thanked the Assistant Director of Finance and Section 151 and his team for the significant amount of work they had undertaken on the budget proposals.

## **78. Housing Voids Policy**

### Purpose of Report

To provide Cabinet with an opportunity to approve a Housing Service Void Policy and Re-let Standard which sought to efficiently minimise rent lost whilst delivering high rates of tenant satisfaction and value for money.

### Decision

Cabinet:

1. Notes the content of the report in relation to the current management of void properties and the changes already implemented.
2. Approves the proposed Housing Service Void Policy and Re-let Standard.

3. Delegates to the Director of Housing and Property authority to make minor changes to the Policy and Re-let Standard as required by changes in legislation, regulatory standards and tenant feedback.

#### Alternative options considered and rejected

The only other alternative set out in the report was to do nothing. This would entail continuing with no Void Policy or approved re-let standard in place. This was rejected as there were no perceived benefits of progress with no such policy or standard in place and such an approach would impose a greater risk on non-performance.

#### Reason for decision

A key measure of the effectiveness and any landlord was the way in which they managed how tenancies ended and properties were re-let. These vacant properties were known as voids. The Council managed approximately 6,000 rented homes, of which around 5% became vacant each year based on the existing financial year.

Turnaround times and void rent loss remained a challenging area, despite recently combining the minor and major voids into one service area, implementing an interim service delivery structure and revising a number of void processes. It was reported, however, that the number of properties in the voids process had reduced from 113 in October 2021 to 85 properties as at 16 December 2021, with 26 further properties due to be signed up by the end of December 2021. Additional performance improvement measures were set out at paragraph 1.5 of the report.

The draft Void Policy had been drafted in accordance with the latest statutory and regulatory requirements and best practice within the sector. It confirmed the overall policy aim of 'delivering a clean, safe and secure property to incoming tenants, within our targets for turnaround times, standard and cost'. It was therefore a high-level commitment to meeting customer expectations and the Authority challenging itself in relation to turnaround times between vacancies.

The re-let standard provided clear guidance for Officers and new tenants on the offer for tenants at the commencement of their tenancy, ensuring consistency in the standard of properties the Council let to its tenants.

It was noted that the team had been working very hard to address the issues associated with voids, which was a significant undertaking and had been longstanding for the Authority. As the largest social landlord in the district the Council had to take responsibility and ensure that it worked to a consistent standard.

### **79. Key and Non-Key Decisions taken under Delegated Powers**

Cabinet noted that the following Non-Key Decision had been taken under delegated powers by the Cabinet Member for Finance and Waste Services:

- Invest to Save Reserve

## **80. Cabinet's Forward Plan**

Cabinet noted the latest version of the Forward Plan, subject to the following updates:

- An item on InvestSK to be added to the agenda for the meeting of Cabinet scheduled to be held on 8 February 2022. This item would be submitted to Companies Committee on 25 January 2022.
- The Council's Corporate Plan would be considered at the meeting of Cabinet scheduled to be held on 29 March 2022.
- The item titled 'future ways of working and making the best use of corporate assets' would be deferred to a later date, which would be confirmed in due course.

The meeting closed at 14:28.

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## Cabinet

8 February 2022

**Report of:** Councillor Adam Stokes, Deputy Leader of the Council  
Councillor Robert Reid, Cabinet Member

## Budget Proposals for 2022/23 and indicative budgets for 2023/24 and 2024/25

The Council is required to set a balanced budget and agree the level of Council Tax for 2022/23 and this report contains a summary of the proposals that have been considered for inclusion. The proposals were considered and scrutinised in detail by the Budget Joint Overview and Scrutiny Committee on 12 January 2022. The proposals have been consulted upon by residents and businesses during the period 14 – 28 January 2022.

### Report Author

**Richard Wyles, Assistant Director of Finance & s151 Officer**

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Corporate Priority:	Decision type:	Wards:
Well Performing Council	Budget and Policy Framework	All Wards
Reviewed by:	Alison Hall-Wright, Head of Finance	31 January 2022
Approved by:	Alan Robinson, Deputy Chief Executive	31 January 2022
Signed off by:	Councillor Adam Stokes, Deputy Leader of the Council Councillor Robert Reid, Cabinet Member	31 January 2022

### Recommendation (s) to the decision maker (s)

#### Recommendations to Council:

1. To set a General Fund budget requirement of £14.407m for 2022/23 detailed at section 2 of this report and shown in detail at Appendix A (inclusive of special expenses).
2. To propose a Council Tax level of £173.59 for 2022/23 (Band D property) after taking into consideration the consultation findings.
3. To note the indicative base estimates for 2023/24 and 2024/25 as detailed in the summary at Appendix A.

4. To approve Housing Revenue Account (HRA) dwelling rent increases of 4.1% (CPI + 1%) in accordance with Government guideline rent providing an average rent of £84.06 (an average rental increase of £3.28 per a week).
5. To approve an increase in HRA garage rents of 3%.
6. To approve an average increase of 3% in HRA service charges for communal facilities and communal rooms.
7. To approve an increase in shared ownership rents by 4.1% (CPI +1%).
8. To approve the HRA Revenue Summary for the year 2022/23 and to note the indicative budgets for 2023/24 and 2024/25 shown at Appendix A.
9. To approve the fees and charges detailed at section 4 of this report and shown at Appendix B.
10. Approve the General Fund Capital programme for 2022/23 to 2024/25 detailed at section 5 of this report and shown at Appendix C.
11. Approve the General Fund Capital Financing statement detailed at Appendix C.
12. Approve General Fund Capital Programme budget carry forward of £1.296m from 2021/22 shown at Appendix C
13. Approve the Housing Capital Investment programme for 2022/23 to 2023/24 detailed at section 5 of this report and as shown at Appendix C.
14. Approve the HRA Capital Financing statement detailed at Appendix C.
15. Approve the Housing Revenue Account Capital Investment Programme budget carry forward of £2.173m from 2021/22 shown at Appendix C
16. To approve the movements in General Fund Revenue and Capital reserves and balances detailed at section 7 of this report and shown at Appendix D.
17. To approve the movements in HRA revenue and Capital reserves and balances detailed at section 7 of this report and shown at Appendix D.
18. To approve the Treasury Management Strategy Statement detailed at section 9 of this report and provided at Appendix G

## 1 The Background to the Report

1.1 The Council is required to set a balanced budget and agree the level of Council Tax for 2022/23 and this report contains a summary of the proposals that have been considered for inclusion. The proposals were considered and scrutinised in detail by the Budget Joint Overview and Scrutiny Committee on 12 January 2022. The draft proposals were consulted upon during the period 14 – 28 January 2022 and the results of the consultation will be provided to Cabinet at the meeting.

The Council has approved a Corporate Plan that sets out a clear vision and key actions over the period of the Plan 2020 - 2023. The budget proposals have been formulated within the context of the Corporate Plan ambitions and alignment to the five priorities:

- Growth and our economy
- Housing that meets the needs of all residents
- Healthy and strong communities
- A clean and sustainable environment
- A high performing Council

This is underpinned by the Council vision to 'be the best place in which to live, work and visit'.

The approval of the Plan provides clarity and focus to enable the financial resources to be directed to support delivery of the key actions that underpin each of the priorities set out above. The Corporate Plan is currently being reviewed and refreshed in response to new emerging priorities and the changing landscape and the budget proposals have been formulated alongside the Corporate Plan review.

1.2 This report is the final presentation to Cabinet of the budget proposals for 2022/23 and therefore contains a summary of the information that was included in the report presented to Cabinet on 13 January 2022. This report covers the following sections:

- The General Fund Budget estimates and Council Tax proposals (paragraph 2)
- The Housing Revenue Account (HRA) position (paragraph 3)
- Fees and Charges (paragraph 4)
- The Capital Proposals 2021/22 to 2023/24 including financing (paragraphs 5 & 6)
- Reserves and Balances (paragraph 7)
- Treasury Management Strategy (paragraph 8)
- Collection Fund (paragraph 9)
- Statement of Financial Robustness (paragraph 10)

1.3 At the meeting on 12 January 2022 the Budget Joint Overview and Scrutiny Committee (OSC) undertook a robust scrutiny of the budget proposals that are being proposed by Cabinet and considered all aspects of the revenue and capital proposals for both General Fund and Housing Revenue Account. The OSC considered all elements of the budget proposals and supported the proposals without any amendment.

1.4 The supporting actions contained in the Corporate Plan are currently being reviewed and updated by the Overview and Scrutiny Committees and therefore it is important to ensure the budgetary proposals continue to support the resource requirements of each action where appropriate. This will continue to be reviewed as the budget setting timetable continues. The 2022/23 budget proposals can demonstrate the continuation of investment into the key services and ambitions of the Council whilst maintaining a sustainable financial position. However the financial future remains uncertain primarily due to the Government continuing to suggest the national funding allocation methodology may change as part of the levelling up agenda and only receiving a one year settlement. Therefore uncertainty remains and specifically from 2023/24, which makes maintaining a financial sustainable financial plan more challenging.

## 2 GENERAL FUND BUDGET PROPOSALS

2.1 The overall General Fund position for 2022/23 is shown at table 1 below and Appendix A. The net budget requirement for 2022/23 is estimated at £14.407m.

**Table 1 – Summary of General Fund Estimates**

<b>Description</b>	<b>2021/22 Original Budget</b>	<b>2022/23 Proposed Budget</b>	<b>2023/24 Indicative Budget</b>	<b>2024/25 Indicative Budget</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Directorate Area</b>				
Commercial & Operations	7,686	7,664	7,631	7,847
Corporate	7,034	7,295	7,741	7,722
Growth & Culture	5,111	5,364	5,197	5,286
Housing & Property	279	556	5	21
HRA recharge	(2,759)	(2,787)	(2,814)	(2,870)
<b>Net Cost of Services</b>	<b>17,351</b>	<b>18,092</b>	<b>17,760</b>	<b>18,006</b>
Investment Income	(100)	(101)	(91)	(85)
Interest Payable	0	0	0	213
Minimum Revenue Provision (MRP)	296	291	286	718
Revenue Contribution to Capital	186	55	57	0
Drainage Rates	746	792	816	840
Depreciation	(4,586)	(4,722)	(4,863)	(4,960)
<b>Net Budget Requirement</b>	<b>13,893</b>	<b>14,407</b>	<b>13,965</b>	<b>14,732</b>
<b>Funding &amp; Resources:</b>				
Council Tax (Excluding Parishes)	(8,114)	(8,455)	(8,804)	(9,160)
Government Grant	(1,432)	(727)	(490)	(490)
Retained Business Rates	(3,808)	(3,971)	(3,722)	(4,129)
New Homes Bonus	(1,045)	(1,232)	(400)	(400)
Collection Fund (Surplus)/Deficit	51	(54)	0	0
<b>Total Funding</b>	<b>(14,348)</b>	<b>(14,439)</b>	<b>(13,416)</b>	<b>(14,179)</b>
Transfers to/(from) earmarked reserves	455	32	233	302
<b>Net Budget Deficit</b>	<b>0</b>	<b>0</b>	<b>782</b>	<b>855</b>

2.2 The table shows a balanced position for 2022/23 but emerging deficits from 2023/24 resulting from a number of variables including uncertainty regarding the levels of funding from a national perspective and the costs that will be incurred for financing the refurbishment programme. From 2024/25 there is a budgeted increase in both interest payable and MRP to reflect the borrowing costs incurred for the refurbishment of Deepings Leisure Centre. This has been included in the 2024/25 budgets but the timing may vary depending on the completion of the refurbishment works. At Council on 14 December 2021, Council approved the inclusion of the indicative costs for Deepings Leisure Centre and also agreed to develop an affordability plan in response of these new costs. It is important that this budget allocation review is undertaken well in advance to ensure a financially sustainable position is achieved.

### 2.3 Key Budgetary Proposals

The budgetary proposals for 2022/23 contain a number of service changes that have been incorporated in order to meet operational demands, reduce costs and generate revenue in order to

ensure there is a balanced budget for next year without the need to utilise reserves to support the financial framework. The table below sets out the proposed changes to the 2022/23 budget and these are shown under the headings of additional budgets bids, savings and fees and charge proposals. Each of the saving proposals will be required to be implemented with effect from April 2022 in order to ensure the financial savings are realised. The table has been updated since the report presented to Cabinet on 13 January 2022 to include the budget allocation for Change 4 Lincs (this budget is fully funded from government grant) and the Council is the host authority for the partnership with North Kesteven, South Holland and West Lindsey District Councils.

**Table 2 – Proposed Budget Bids**

Details	Financial Implication £'000	Recurring/One-Off	Comments	Directorate Area
Asset maintenance programme	150	Recurring	Annual budget to respond to maintenance issues in relation to General Fund assets	Growth and Culture
Climate Change Budget	20	Recurring	Transfer of previous reserve allocation to an annual budget to fund climate change initiatives	Commercial and Operations
Mental Health initiatives	10	Recurring	Fund to support the mental health challenge	Corporate
SK Community Awards	8	Recurring	Establishment of an annual SK community awards programme	Commercial and Operations
Grantham Carnival Grant	6	Recurring	Contribution towards carnival costs – funded from Grantham special expense area	Commercial and Operations
Asset maintenance programme	400	One-off	One-off funding to respond to backlog of General Fund asset maintenance	Housing and Property
Local Plan	161	One-Off	Funding of £161k for 2022/23 and £119k for 2023/24 to progress Local Plan	Growth and Culture
Leisure SK Management Fee	250	One-off	To fund the business rates payable by Leisure SK	Growth and Culture
Community Governance review	20	One-off	Costs expected to be incurred in relation a comprehensive governance review for the Grantham Parish	Corporate
Change 4 Lincs	346	One-off	Funded from government grant	Housing and Property

**Table 3 – Proposed Savings**

Details	Financial Implication £'000	Comments	Directorate Area
Street Scene – one dedicated team for the district	126	Changes to Big Clean staffing arrangements	Commercial and Operations
Ward Member Grant scheme	28	Cessation of scheme but retain Community Fund scheme	Corporate
Festival Programme	20	Retain an annual festival programme budget of £80k	Growth and Culture
Food Waste Service (Pilot)	30	Funding for the pilot ceases in 2022/23.	Commercial and Operations

**Table 4 – Proposed changes to Fees and Charges**

Details	Financial Implication £'000	Comments	Directorate Area
Pay and Display Car Parks	44	Proposed increase of 10p per tariff across the car parks of Grantham and Stamford	Commercial and Operations
Street Naming and Numbering	20	Introduction of new fees that will be charged to developers	Growth and Culture
Green Waste Service	177	£5 increase for annual collection charge	Commercial and Operations
Other discretionary services	100	Inflationary increase only to all other discretionary charges	All

## 2.4 Company Funding proposals

The 2022/23 budget proposals contain funding proposals for each of the following companies:

- EnvironmentSK Ltd
- InvestSK Ltd
- LeisureSK Ltd

## 2.5 Grounds Maintenance delivered by EnvironmentSK Ltd (ESK Ltd)

ESK Ltd is a wholly owned company of South Kesteven District Council providing facilities management focused on grounds maintenance, arboriculture and horticultural services to the Council, parish and town councils, business and the public.

The Council determines its grounds maintenance requirements via the specification and makes payments to ESK Ltd for the service provided. The only additional financial support provided to ESK Ltd to date has been a start-up loan to provide the initial capital investment in plant and machinery. This loan has interest charged at a commercial rate and is being paid down according to an agreed schedule. The contract payments to be made in respect of special expense areas have been reduced to reflect the removal of the costs relating to Bourne special expense area.

**Table 5 – ESK Ltd – Proposed Contract Fee**

<b>Grounds Maintenance services</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
General Fund	253	261	261	261
Housing Revenue Account	428	428	428	428
Special Expense Areas	327	327	327	327
<b>Total Proposed Fee</b>	<b>1,008</b>	<b>1,016</b>	<b>1,016</b>	<b>1,016</b>

## 2.6 **InvestSK Ltd**

InvestSK is the economic and regeneration company for the District and as such is fully aligned with the SKDC Corporate Plan and integral to meeting the Council ambition of being ‘the best district in which to live, work and visit.’ Consideration of options for alternative delivery models of the economic service are being considered by Cabinet elsewhere on the agenda of 8 February 2022. Therefore the proposals set out in this section of the budget proposals may be varied depending upon the decision taken.

The proposed funding allocation for InvestSK Ltd for 2022/23 is set out in the table below:

**Table 6 - Proposed funding levels from 2022/23**

<b>Funding</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>	<b>2024/25 £'000</b>
InvestSK (focus on Economic Development, Inward Investment and Visitor Economy)	370	370	370	370
<b>Total</b>	<b>370</b>	<b>370</b>	<b>370</b>	<b>370</b>

## 2.7 **LeisureSK Ltd**

The leisure management fee for 2021/22 was approved at £500k and was based on the business plan that was provided by external leisure providers reflecting the challenging operating environment of the leisure sector. At the time of providing the 2021/22 fee proposals, the five year business plan demonstrated that beyond the first year of trading, LeisureSK Ltd would not require a further management fee as the financial projections showed a balanced trading position. However due to the operating restrictions encountered during 2021/22, the operating environment for LeisureSK Ltd will continue to be challenging for 2022/23. The most recent trading projections shows that there is no requirement for a management fee as the operating costs will be met from income projections although this situation will be kept under review as the trading position changes. Therefore it is requested that management funding in relation to business rates only is requested for 2022/23. This figure is proposed at £250k to reflect the business rates that are payable in respect of the leisure centres.

For 2022/23, the Government has confirmed the extension of business rates relief to the hospitality, leisure and retail sector of 50% relief and therefore 50% rates payable. The leisure centres would therefore qualify for this relief which would reduce the business rates payable from £500k to £250k for the financial year 2022/23. In line with the localised Business Rates funding model, the Council would then financially contribute 40% of the rates payable with the Government contributing 50% and Lincolnshire County Council contributing 10%. This would equate to a Council contribution of £100k for 2022/23. However close monitoring of the financial performance of LeisureSK Ltd will be undertaken and if the financial situation changes this will be reported to members as necessary.

## General Fund Budget Estimates – 2022/23

2.8 The budget has been compiled to deliver the outcomes and aspirations of the Council's Corporate Plan. The budget assumptions that have been considered and incorporated into the budget estimates are shown in table 7, all other inflationary costs have been absorbed by service areas which has assisted with achieving a balanced budget.

**Table 7 – General Fund Budget Increases**

Cost Heading	2022/23 Budget Increases (%)	Financial Impact £'000	2023/24 Budget Increases (%)	Financial impact £'000
Drainage Board Levies	6.2	46	3.0	24
Pay Award	1.5-1.75	210	1.0	146
Utility price increases	20-25	90	10-15	76
Insurance	10	24	10	26
Grounds Maintenance	5	24	5	24
National Insurance Levy increase	1.0	106	1.2	107
Pension deficit	12.4	141	11.0	150
Tri-ennial Pension Review	-	-	1.0	123

2.9 Treasury Investment Income - the financial forecasts in respect of investment income over the next three years have been modelled on the following anticipated levels of interest rates (provided by the investment advisors). However, it must be noted that the forecasts remain volatile and are therefore liable to change over the budget period.

**Table 8 – Treasury Investment Financial Forecasts**

Financial Year	2022/23	2023/24	2024/25
Base Rate	0.25% – 0.50%	0.50% - 0.75%	0.75% - 1.0%
Investment Interest Rate	0.5%	0.75%	1.0%

2.10 This information has been utilised to anticipate the potential levels of interest income the Council will receive for its investment of the reserve balances. This income will be shared between the General Fund and the Housing Revenue Account (HRA). Forecast interest rates available to the Council are shown in the table above and are expected to generate an income of £101k to the General Fund and £200k to the HRA. However, it should be noted that the forecast income can only be an estimate as it will be determined by the level of balances and the achievable interest rates over the financial year.

## Council Tax Proposals

2.11 The proposed draft budget for 2022/23 is calculated based on the options available for Council tax setting:

**Table 9 – Council Tax options (current 2021/22 charge £168.59)**

	2022/23 options	
	Up to £5 increase £173.59 (2.96%) Band D	No increase £168.59 Band D
Council Tax level x 48,706.7** (including SEA*)	£8.455m	£8.211m

<b>2022/23 options</b>		
£ annual difference to a £5 increase	£0	(£244k)
SKDC only Band D Charge	£159.93	
SKDC Including SEA	£173.59	

\*SEA – Special expense area

\*\* Council Tax base

2.12 The budget proposals for 2022/23 have been compiled on the assumption that the Cabinet would wish to recommend a £5 increase in order to take advantage of the limited availability of the higher level (without the need for a referendum). This assumption has been included in the Medium Term Financial Plan. However, should a lesser amount be proposed then the following options would require consideration:

- Reduction of specific budgets within service headings.
- Increase in savings, efficiencies and/or income to offset the reduction in Council tax income.
- A one-off reserve movement to offset the financial difference. This would be a one-off solution only to avoid an ongoing dependency of reserve needed to fund budget proposals

### **3 HOUSING REVENUE ACCOUNT (HRA)**

3.1 The HRA budget proposals continue to focus on:

- Helping to meet the housing needs of tenants
- Facilitating the delivery of new housing across a range of tenures
- Enabling those whose independence may be at risk to access housing (including their current home) that meets their needs
- Encouraging, supporting and regulating the private rental sector to provide well managed, safe homes.

3.2 The rental income budgets are set in accordance with the Government's rent setting guidance formula which is CPI (consumer price index) + 1%. The total rental income budgets have been increased for 2022/23 resulting from an overall increase of 4.1% (CPI in September 2021 was 3.1%). This is leading to an increase in projections for rental income of £650k for 2022/23 when compared to previous financial assumptions.

In response to an increase in void turnaround times the budget proposals have assumed a void rate of 1.8%, an increase of 0.3%. This increase has an adverse impact on rental income (as properties remain empty for longer) which has been costed at a rental income loss of £75k for 2022/23.

The HRA revenue summary is shown at Appendix A and a 3 year forecast is shown for both income and expenditure. The forecast expenditure budgets have been prepared prior to the findings of the stock condition survey (SCS) findings being received and analysed. It is probable that the budgets will need to be reviewed as there is likely to be a shift between planned and responsive maintenance requirements. Therefore there is an assumption that the HRA revenue summary may be reviewed and re-presented to Council during the 2022/23 financial year.

**Table 10 – Proposed Budget Bids**

Details	Financial Implication £'000	Recurring/One-Off	Comments
Training requirements	25	Recurring	Increase in annual budget to provide additional compliance training

**Housing Revenue Account 2022/2023 – Rent Proposals**

3.3 The rent setting proposals for 2022/23 has increased the annual budgeted rental income from £24.627m in 2021/22 to £25.399m in 2022/23. For 2022/23 the average weekly rental increase for individual property will be £3.28. The average rent in 2022/23 will be £84.06 with a minimum of £59.54 and a maximum of £122.35. Garage rents are proposed to increase by 3% and service charges are proposed to increase in accordance with the fees and charges shown at Appendix B. Further analysis of rent details is provided in tables 11 and 12.

**Table 11 - Impact – 4.1% increase**

Bedrooms	% of Dwelling Stock	Average Weekly Rent 2021/22	Average Weekly Rent 2022/23	Average Increase	% Increase
Bedsit	0.81%	£57.19	£59.54	£2.35	4.1%
1 Bedroom	13.06%	£69.96	£72.82	£2.86	4.1%
2 Bedrooms	42.50%	£78.26	£81.47	£3.21	4.1%
3 Bedrooms	42.57%	£85.76	£89.28	£3.52	4.1%
4 Bedrooms	1.96%	£89.86	£93.54	£3.68	4.1%
6 Bedrooms	0.10%	£117.53	£122.35	£4.82	4.1%

**Table 12 - Increases for Individuals**

Bracket	Number of Properties	% Of Properties
Under £2.49	48	0.81%
£2.50 - £2.99	773	13.06%
£3.00-£3.49	2,515	42.50%
£3.50-£3.99	2,576	43.53%
£4.00-4.85	6	0.10%
<b>Total</b>	<b>5,918</b>	<b>100.00%</b>

3.4 Right to buy sales have been budgeted at 50 sales for 2022/23 (actual sales for 2020/21 were 29) as it is assumed that levels have returned to pre-COVID levels. Right to buy sales from the previous 5 years are detailed in the table below:

**Table 13 – Right to Buys**

Financial Year	Number of Right to Buys
2016/17	52
2017/18	56
2018/19	64
2019/20	56
2020/21	29

## 4 FEES AND CHARGES

4.1 Fees and charges are becoming a key element of the Council funding which raise approximately £6m towards the costs of delivery for specific services. In order to ensure a consistent and transparent approach to fee setting, a fees and charges policy was approved by Council. The policy introduces a set of principles which have been applied to fees and charges setting.

4.2 The Council provides a wide range of services for which it is able to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Further definitions of the two main categories of charge are detailed below:

**Regulatory** – the majority of charges are set nationally and local authorities have little or no opportunity to control them. The income received from these charges is important as it contributes to the overall financial position of the Authority. However, income cannot be assumed to increase in line with other fees and charges set by the Council. Also included under this heading are a few areas where the service is statutory or established by local by-law but the charges have a discretionary element.

**Discretionary Charges** – By definition, these are for discretionary services where local authorities can make their own decisions on setting the level of charges. Accordingly, when setting these fees and charges, the Council's approach should be clear and in line with the corporate priorities.

4.3 A summary of the proposed fees and charges for 2022/23 are shown in table 14 and full details are shown at Appendix B. The majority of the fee increases are in line with the directly related costs associated with delivering the service. Specific points to note are:

- Green waste – annual collection charge increase of £5
- Grantham Pay and Display car parking 10p increase per tariff
- Stamford Pay and Display car parking 10p increase per tariff

**Table 14 – Fees and Charges Summary**

QUADRANT (as per the Policy)	HEADING	PROPOSAL FOR 2022/23	INCORPORATION OF POLICY PRINCIPLES
Discretionary	Arts centres	5% (rounded up to £1)	Subsidised
	Bus stations	3% (rounded up to 1p)	Subsidised
	Car parking charges	10p increase per tariff for short stay and long stay parking. Season tickets 3% (rounded up to £1)	Cost Recovery and investment in traffic management related assets
	Car parking penalty charge notices	0%	Cost Recovery
	Green waste	Direct Debit/Online 13%- £5 Offline/cash/cheque 11%-£5 Additional bins Direct Debit/Online 13%-£2.50	Cost Recovery

		Additional bins Offline/cash/cheque 11%- £2.50	
	Markets	3% (rounded up to 10p)	Subsidised
	Outdoor recreation	Up to 3%	Subsidised
	Planning, pre-planning and street naming and numbering charges set locally	Up to 10% and new charges proposed for street naming and numbering	Cost Recovery
	Supply of new or replacement bins	0%	Cost Recovery
Regulatory	Air quality	0%	Cost Recovery
	Alcohol licensing	0%	Cost Recovery
	Bingo premises, betting premises etc	0%	Cost Recovery
	Building Control charges	0%	Cost Recovery
	Cemetery charges	Up to 9% (rounded up to £10)	Cost Recovery
	Fees for scrap metal dealers, tattooing, acupuncture, control of dogs, caravan parks etc	Full cost recovery analysis undertaken	Cost Recovery
	Fixed Penalty Notices- Nuisance parking/ Waste Transfer Offence etc	0%	Cost Recovery
	Fixed Penalty Notices – Littering/Fly posting	0%	Cost Recovery
	Gambling Licensing- Gaming machines and lottery licenses	0%	Cost Recovery
	Hackney Carriage, Animal licenses and sex establishments etc	Full cost recovery analysis undertaken	Cost Recovery
	Houses of Multiple occupancy, Immigration inspections, contaminated land enquiries & Sampling of water supplies	Up to 3%	Cost Recovery
	Letting Agents Redress Scheme	0%	Cost Recovery
	Local Land Charge fees	Up to 13%	Cost Recovery
	Planning fees set by Government	0%	Cost Recovery
	Smoke free fixed penalty notices and	0%	Cost Recovery

	smoke and carbon monoxide alarms for landlords		
Specialism	Community rooms & guest rooms	Up 3%	Cost Recovery
	Domestic refuse collection e.g. bulky waste	Up to 16%	Cost Recovery
	Hygiene food safety, packs and energy efficiency standards	Full cost recovery analysis undertaken	Cost Recovery
Total Cost Recovery	MOT Fees	0%	Cost Recovery

## 5 CAPITAL PROGRAMME 2022/23 – 2024/25

5.1 The primary elements of the capital programme have been formulated to deliver the Council ambitions of growth and investment in its assets to support the delivery of quality services. In summary the capital programme contains key investments to support services and include fleet replacement, asset maintenance and investment in Future High Streets and Heritage Action Zone. The proposed programme totals £17.064m and will be financed from a combination of Council reserves, borrowing and external grant funding.

At its meeting on 14 December 2021 the Council approved a comprehensive refurbishment programme of Deepings Leisure Centre which will require significant capital expenditure over the period of the proposed capital programme. At the time of compiling the report the specific timing of the refurbishment programme has yet to be finalised due to the outstanding matters relating to the lease of the premises and the procurement route to market. Therefore the indicative cost of £10.663m has been included in 2022/23 capital programme although it is accepted that this budget allocation will move (in whole or part) to 2023/24. This will be reviewed during the year and programme updates will be provided accordingly. The exact timing of the programme is crucial to determining when the Council will be required to make annual minimum revenue provisions (MRP) within its annual revenue budget proposals. The accounting guidance requires the Council to make annual MRP commencing the year after the asset has become operational. Therefore it is anticipated that this will be either 2024/25 or 2025/26 depending upon the timing of the programme. The revenue budgets presented cover the period 2022/23 – 2024/25 and so MRP is shown in the final year accordingly.

There have been two amendments to the indicative General Fund capital programme since the draft programme that was presented to Cabinet on 13 January 2022. The first amendment is in respect of the S106 Agreement for Empingham Road Stamford. The allocation was approved by Cabinet on 15 June 2021 (<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=4079&Ver=4>) and these allocations are required to be shown in the Council's programme accordingly. The second amendment is in respect of the Council approved budget in order to fund the demolition costs at St Martins Park Stamford site and this budget is shown at Appendix C, line16.

5.2 A summarised capital programme is shown in table 15 and a detailed capital programme included in Appendix C.

**Table 15 – General Fund Capital Programme Summary**

<b>Directorate</b>	<b>2021/22 Budget Carry Forward £'000</b>	<b>2022/23 Proposed Budget £'000</b>	<b>2023/24 Indicative Budget £'000</b>	<b>2024/25 Indicative Budget £'000</b>
Commercial & Operations	63	3,280	2,172	2,556
Growth & Culture	963	13,029	4,772	0
Housing & Property	270	758	0	0
<b>Total Budget</b>	<b>1,296</b>	<b>17,067</b>	<b>6,944</b>	<b>2,556</b>
Financing:				
Borrowing	0	10,663	0	0
Grants and contributions	743	2,140	5,589	860
Reserves	553	2,909	585	1,480
Useable Capital Receipts	0	1,355	770	216
<b>Total Financing</b>	<b>1,296</b>	<b>17,067</b>	<b>6,944</b>	<b>2,556</b>

**Housing Investment Programme (HIP)**

5.3 The formation of the capital programme for the period 2022/23 – 2024/25 is primarily focused on continuing to invest in the Council housing stock, the continuation of the new build and stock acquisition programme and the objectives of the HRA Business Plan.

5.4 In respect of the new build programme the outline 3-year capital programme totalling £9.63m is anticipated to deliver approximately 67 properties. Detailed appraisal of the schemes are underway and further details of the new build programme will be presented to members at a future meeting.

5.5 The other major part of the HRA capital programme is the continuation of investment in existing housing stock which includes central heating upgrades, kitchen and bathroom refurbishments, door and windows replacements and re-roofing. This investment programme may be reviewed once the full details of the Stock Condition Survey are analysed which may identify other priority investment areas. If necessary, the capital programme will be revised accordingly. A summary of the programme is shown at table 16 and detailed at Appendix C.

**Table 16 – HRA Capital Programme Summary**

	<b>2021/22 Budget Carry Forward £'000</b>	<b>2022/23 Indicative Budget £'000</b>	<b>2023/24 Indicative Budget £'000</b>	<b>2024/25 Indicative Budget £'000</b>
Decent Homes	1,375	9,810	9,535	8,150
New Build Programme	0	3,820	3,000	2,810
ICT	670	500	0	0
Repairs Vehicles	128	50	280	304
<b>HRA Budget</b>	<b>2,173</b>	<b>14,180</b>	<b>12,815</b>	<b>11,264</b>
Financing:				
Capital Receipts	0	3,300	3,000	2,810
Grants & Contributions	30	520	0	0
Reserves	2,143	10,360	9,815	8,454
<b>Total Financing</b>	<b>2,173</b>	<b>14,180</b>	<b>12,815</b>	<b>11,264</b>

## 6 Capital Financing

6.1 The General Fund Capital Programme is detailed at Appendix C, the proposed schemes have been funded by a combination of external grants, Council reserves and borrowing. The HRA Capital Programme is included at Appendix C, the proposed schemes are funded by external contributions and Council reserves so for the duration of the proposed Capital Programme no external borrowing is currently required.

### General Fund

6.2 The General Fund capital programme for 2022/23 will be financed from the following

- £1.355m capital receipts reserve
- £2.140m specific grants (Disabled Facilities Grant amount to be confirmed)
- £2.906m reserves
- £10.663m borrowing

At the time of compiling the report, the total of the specific grants referred to have not been confirmed and therefore the financing or level of the 2022/23 investment may require amending once the confirmed grant funding is known to the Council.

### Housing Revenue Account

6.3 The HRA capital programme for 2022/23 will be financed from the following:

- £3.3m capital receipts reserve
- £0.520m grants and contributions
- £10.360m revenue reserves

## 7 RESERVES AND BALANCES

7.1 In line with good practice, the Council maintains a number of reserves which can be categorised as meeting the following requirements:

- To ensure the Council has sufficient funds available to meet its cash flow requirements and avoid unnecessary temporary borrowing and to protect services against unforeseen financial events – this is known as the working balance.
- A means of building up funds to meet known or predicted liabilities (earmarked) –these are shown as discretionary and governance reserves

7.2 Through prudent financial management, the Council is in a position to be able to establish a number of specific general reserves that are set up to provide funding for an approved purpose usually in respect of specific services or corporate ambitions. A summary of the proposed reserve movements are set at table 17 below and full details of the General Fund Reserves can be found at Appendix D.

**Table 17 – Budgeted General Fund Revenue Reserve Movements (excluding carry forward funding)**

Reserve Heading	2022/23 £'000	2023/24 £'000	2024/25 £'000
Budget Stabilisation Reserve	(1,581)	0	0
Commercial Reserve	(250)	0	0
Government Specific Grants	(26)	(26)	0
ICT reserve	(96)	0	0
Invest to Save	500	0	0
Local Priorities Reserve	(1,992)	(304)	(1,080)
Pensions	(33)	(33)	(33)

Property Maintenance	494	0	0
Regeneration Reserve	(470)	(95)	(180)
Special Expense	98	100	105
Street Scene	27	0	0

- The Budget Stabilisation reserve was created to fund short term budget pressures arising from financial volatility in the General Fund either from unforeseen expenditure or reductions in budgeted income projections. The balance at 31 March 2022 is forecast at £4.531m which is higher than is deemed necessary so it is proposed the balance is reduced to £2.950m (a reduction of £1.581m). It is proposed that £1m is transferred to the regeneration reserve, £250k to the invest to save reserve and £331k to the Property Maintenance reserve to provide funding to support the funding of the backlog of property maintenance.
- The Climate Change reserve has been utilised during the year on approved initiatives to support the climate agenda action plan. From 2022/23 a specific service budget of £20k per annum has been included in the General Fund budget.
- The Regeneration reserve was created to finance the short term borrowing costs associated with regeneration projects and to fund any associated MRP (minimum revenue provision) that may be associated following the acquisition of the asset. The purpose of the reserve was to avoid placing undue financial pressures on the revenue budgets for the period the asset is held. For the period to date, the reserve has been used to finance the costs of St Martins Park (SMP). For 2022/23 it is proposed that the operational costs of St Martins Park £430k, the Council contributions of £108k for the Heritage Action Zone and £104k towards the Future High Street fund are funded from this reserve. Following the decision at Council a further £500k has been allocated to the reserve from the Local Priority Reserve in order to ensure there is sufficient funding to finance the demolition costs of SMP. In order to ensure the reserve has a level that is sufficient to continue to meet the costs of any further acquisitions it is recommended that the reserve balance is increased by £1m. The proposal is to transfer £1m from the budget stabilisation reserve.
- In 2022/23 it is proposed that Government Specific Grants are used to part fund £26k of the costs incurred in electoral registration.
- It is proposed to amalgamate the Commercial reserve into the Invest to Save reserve and to broaden the remit of the use of the reserve to include funding commercial ventures that require a level of start up funding. Therefore the reserve balance of £250k is proposed to move to the Invest to Save reserve. As referenced above, it is proposed that £250k is transferred from the Budget Stabilisation reserve to the Invest to Save reserve which will increase the reserve to £867k which can then be utilised to fund the costs associated with any savings initiatives.
- New Homes Bonus totalling £1.724m is budgeted to be transferred to the Local Priorities reserve over the period of the 3-year budget. It is proposed that £4.124m of this reserve is used to finance the capital programme which includes £2.257m to fund vehicles replacement and £1.126m funding for the capital improvements to the Council's existing assets and replacement CCTV. This reserve will also be used to fund the £250k management fee associated with Leisure SK and £280k has been budgeted to fund the local plan. It should be noted that further financial contributions to this reserve are uncertain as it is anticipated that the New Homes Bonus scheme will cease from 2025/26.
- The Pension reserve will be used to fund the annual pension costs of former employees which is currently £33k per year.
- The Property Maintenance reserve will be utilised over the budget period to provide the financing of essential property related works (£400k) and safer surfaces at parks (£41k). It is proposed that £331k is transferred from the budget stabilisation reserve and the one-off Government grants received totalling £604k is proposed to be transferred to this reserve so that there is sufficient balance to fund other essential works when identified.

- The Special Expense reserves will be utilised over the period of the budget proposals. In respect of Langtoft £2k of the reserve will be utilised over the next 2 years to contribute towards the operational costs of the SEA resulting in a reduced cost to those residents over the same period. The reserves for Grantham will increase by £305k over the 3 year budget period which will enable improvements to be completed across the town as schemes are identified
- Street Scene reserve - The Council owns its operating fleet and currently has 54 vehicles in its stock. This level of stock has an impact on the operating costs of the in-house workshop and therefore this reserve is utilised in the event of costs exceeding budgeted levels.
- The insurance reserve is set at £222k for 2022/23 and will be utilised to fund unforeseen costs arising from insurance claims that fall within the Council's self-insurance arrangements and excess levels. The reserve is also utilised to fund unexpected costs arising from planning matters that require the Council to incur external professional advice such as Counsel.

7.3 In respect of the HRA, there are a number of specific reserves to assist in the delivery of the HRA services and are used to fund both revenue and capital expenditure. In addition, the HRA has a specific working balance which provides financial support to the HRA should any significant unforeseen costs arise during the financial year. The Major Repairs reserve is the primary source of funding for the HRA capital programme and is proposed to be utilised to fund the investment in the housing stock over the next 3 years. Further detail of the HRA reserves can be found in Appendix D.

**Table 18 - Budgeted HRA Reserve Movements (excluding carry forward funding)**

Reserve Heading	2022/23 £000	2023/24 £000	2024/25 £000
Improvement Reserve	(1,140)	0	0
Working Balance	297	(527)	(383)
Capital Receipts Reserve	155	457	690
Major Repairs Reserve	(4,938)	(2,623)	(1,047)

- The capital receipts reserve and the property development reserve shown above are proposed to contribute towards financing the new build scheme over the 3 year capital programme.
- There is an annual requirement for a revenue contribution to the Major Repairs Reserves which is utilised for capital investment in the council's housing stock.
- The HRA surplus is transferred to the working balance each year. There is an annual transfer of £3.222m from the annual HRA account to the working balance which is then used to fund the principal repayment of the external loan taken out under the HRA self-financing in 2012. There is also a contribution each year from the working balance to the Major Repairs Reserve to ensure there are sufficient resources available to fund investment in the housing stock.
- It is proposed that the balance on the HRA Improvement reserve is primarily used to finance the Housing System Enhancements.

## 8 Statement by the Chief Finance Officer

8.1 The Council's Chief Finance Officer is required to comment on the robustness of the budget estimates and the adequacy of the proposed financial reserves in accordance with the requirements of the Local Government Act 2003. The estimates are considered to be robust. Employee costs are based on the approved establishment, contractual inflation included, reasonable provision for inflation, interest income is based on the advice of the Council's treasury management advisors and income targets are considered to be achievable.

- 8.2 The draft budgets for 2022/23 to 2024/25 (inclusive) assume that the working balance for the General Fund remains no less than £1.9m throughout the period. The formation and replenishment of the Budget Stabilisation Reserve is an important component of ensuring the Council has the financial resilience to meet the immediate and medium term impact of the recovery period and also to absorb the expected transitional arrangements of the changes to the national funding arrangements for local government. More details in respect of this issue are expected during 2022.
- 8.3 The working balance for the Housing Revenue Account (HRA) has been replenished and is now showing a projected balance level that can support unforeseen operating costs each year. For this reason a 3 year HRA revenue summary can be presented. Following the analysis of the 100% stock condition survey, the financial business plan of the HRA will be reviewed following the re-prioritisation of the expenditure that will be necessary.

## **9 Treasury Management Strategy and Capital Strategy**

- 9.1 The CIPFA Treasury Management Code defines treasury management activities as:  
*“The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*
- 9.2 The TMSS details the investment and borrowing policies that the Council will follow during 2022/23. The CIPFA code and MHCLG statutory guidance also requires the Council to have a policy on non-treasury investments.
- 9.3 The TMSS sets out the counterparties that the Council will invest with and the limits that will be invested with each counterparty. There are no proposed changes to the limits that were approved by Council on 1 March 2021.
- 9.4 CIPFA has recently completed a consultation of the Treasury Management and Prudential Codes, and there are no changes to the Code 2022/23 that is shown at Appendix G.
- 9.5 It should be noted that the Department for Levelling Up, Housing and Communities is proposing to update the regulations to restrict local authorities with respect to financing capital expenditure on investment in commercial projects for yield. Access to PWLB borrowing has already been restricted as the Council is unable to borrow if commercial projects are included in the approved capital programme. The new CIPFA Codes are also likely to adopt a similar set of restrictions to discourage further capital expenditure on commercial investments for yield.
- 9.6 The consultation also proposed that the frequency of reporting treasury management performance should be amended to quarterly instead of half-yearly. If this amendment is adopted by the Code then the reporting requirements will be changed accordingly.

## **10 Collection Fund**

- 10.1 All relevant transactions associated with Council Tax are shown in the Collection Fund.
- 10.2 To comply with CIPFA’s Best Value Accounting Code of Practice authorities are required to forecast the outturn on the Collection Fund as at 31st March each year in order to distribute this amount to precepting bodies in the following financial year (together with any remaining unallocated surplus from previous years).
- 10.3 Any surplus or deficit arising from Council Tax transactions is shared between South Kesteven District Council, Lincolnshire County Council and Lincolnshire Police and Crime Commissioner (the precepting bodies) in proportion to their demands on the Collection Fund.
- 10.4 A breakdown of the surplus allocated to the preceptors in 2022/23 is detailed below:

Precepting Body	Distribution Amount (£)
South Kesteven District Council	£54,432
Lincolnshire County Council	£358,255
Lincs and Police Crime Commissioner	£70,558

## **11 Consultation and Feedback Received, Including Overview and Scrutiny**

11.1 The Budget Joint OSC met on 12 January 2022 and debated all aspects of the budget proposals from both a General Fund and Housing Revenue Account. There were no amendments to the proposed budgets that were presented at the meeting.

## **12 Available Options Considered**

12.1 N/a

## **13 Preferred Option**

13.1 The report presents a number of options for members to consider.

## **14 Reasons for the Recommendation (s)**

14.1 The Council is legally required to set a balanced budget each financial year.

## **15 Next Steps – Communication and Implementation of the Decision**

15.1 The final budget proposals will be presented to Council on 3 March 2022 for approval.

## **16 Financial Implications**

16.1 These are considered throughout the report and supporting appendices. My statement on the robustness of the budget proposals is set out in section 8.

**Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance & s151 Officer**

## **17 Legal and Governance Implications**

17.1 The recommendations relate to proposals for the budget which forms part of the budgetary and policy framework in accordance with the Budget and Policy Framework Procedure Rules set out at Part 4.21 of the Constitution of the Council. Members must consult with the community on the proposals contained within this report as required in accordance with statutory regulation and constitutional requirements.

**Legal Implications reviewed by: Graham Watts, Head of Democratic Services and Deputy Monitoring Officer**

## **18 Equality and Safeguarding Implications**

18.1 All equality and safeguarding implications will be considered as part of any of the proposals being approved. A full equality impact assessment has been carried out and is provided in detail at Appendix F.

## **19 Risk and Mitigation**

19.1 A complete risk register is presented that shows the impact and likelihood of each identified risk supported by the mitigating actions. The risk appendices also includes a risk analysis that shows the main budget headings that are subject to unpredictability and an assessment of the financial exposure if there is an adverse impact on the proposed budgets. This analysis confirms that the Council's reserves are sufficient to cover this financial exposure if needed. This is shown at Appendix E.

## **20 Community Safety Implications**

20.1 None identified

## **21 Other Implications (where significant)**

21.1 None identified

## **22 Background Papers**

22.1 N/a

## **23 Appendices**

Appendix A - Revenue summary – General Fund (GF) and Housing Revenue Account (HRA)

Appendix B – Fees & Charges – GF and HRA

Appendix C – Capital Programmes & Financing Statements – GF & HRA

Appendix D – Reserves Statement – GF & HRA

Appendix E – Risk Register and financial risk cover ratio

Appendix F – Equality Impact Assessment

Appendix G – 2022/23 Treasury Management Strategy

<b>Report Timeline:</b>	Date of Publication on Forward Plan (if required)	7 December 2021
	Previously Considered by: Budget - Joint Overview and Scrutiny Committee	N/a
	Final Decision date	3 March 2022

Appendix A

2022/23 - 2024/25 General Fund Revenue Summary

	Description	2021/22 Original Budget £'000	2022/23 Proposed Budget £'000	2023/24 Indicative Budget £'000	2024/25 Indicative Budget £'000
1	Commercial & Operations	7,686	7,664	7,631	7,847
2	Corporate	7,034	7,295	7,741	7,722
3	Growth & Culture	5,111	5,364	5,197	5,286
4	Housing & Property	279	556	5	21
5	HRA recharge	(2,759)	(2,787)	(2,814)	(2,870)
<b>6</b>	<b>Net Cost of Services</b>	<b>17,351</b>	<b>18,092</b>	<b>17,760</b>	<b>18,006</b>
7	Investment Income	(100)	(101)	(91)	(85)
8	Interest Payable	0	0	0	213
9	Minimum Revenue Provision	296	291	286	718
10	Revenue Contribution to Capital	186	55	57	0
11	Drainage Rates	746	792	816	840
12	Depreciation	(4,586)	(4,722)	(4,863)	(4,960)
<b>13</b>	<b>Net Budget Requirement</b>	<b>13,893</b>	<b>14,407</b>	<b>13,965</b>	<b>14,732</b>
	<b>Funding &amp; Resources:</b>				
14	Council Tax (Excluding Parishes)	(8,114)	(8,455)	(8,804)	(9,160)
15	Rural Services Grant	(309)	(309)	(309)	(309)
16	Lower Tier Services Grant	(362)	(165)	(181)	(181)
17	2021/22 COVID-19 Funding	(611)	0	0	0
18	2021/22 Council Tax Support Scheme Grant	(150)	0	0	0
19	2022/23 Services Grant	0	(253)	0	0
20	Retained Business Rates	(3,808)	(3,971)	(3,722)	(4,129)
21	New Homes Bonus	(1,045)	(1,232)	(400)	(400)
22	Collection Fund (Surplus)/Deficit	51	(54)	0	0
<b>23</b>	<b>Total Funding</b>	<b>(14,348)</b>	<b>(14,439)</b>	<b>(13,416)</b>	<b>(14,179)</b>
	<b>Transfer to/from reserves:</b>				
24	Budget Stabilisation Reserve	1,123	0	0	0
25	Building Control Reserve	(22)	(26)	(19)	(15)
26	Football 3G Pitch	25	25	25	25
27	Grants	47	0	0	0
28	ICT Reserve	0	(96)	0	0
29	Individual Electoral Registration	(25)	(26)	(26)	0
30	Invest to Save	(273)	0	0	0
31	Local Priorities Reserve	(477)	(357)	(119)	0
32	NHB Transfer to Reserves	1,045	1,232	400	400
33	Pensions Reserve - Former Employees	(45)	(33)	(33)	(33)
34	Pensions Reserve - Current Employees	0	0	0	0
35	Property Maintenance Reserve	(94)	(145)	0	0
36	Regeneration Reserve	(849)	(667)	(95)	(180)
37	Special Expenses	29	98	100	105
38	Workshop reserve	(29)	27	0	0
<b>39</b>	<b>Transfer to/from Reserves</b>	<b>455</b>	<b>32</b>	<b>233</b>	<b>302</b>
<b>40</b>	<b>Net Budget Deficit</b>	<b>0</b>	<b>0</b>	<b>782</b>	<b>855</b>

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## 2022/23 - 2024/25 HRA Revenue Summary

	Description	2021/22 Current Budget	2022/23 Proposed Budget	2023/24 Indicative Budget	2024/25 Indicative Budget
	<b>Income</b>				
1	Dwelling Rents	(24,627)	(25,399)	(26,266)	(27,698)
2	Non Dwelling Rents	(341)	(332)	(341)	(350)
3	Charges for Services and Facilities	(700)	(715)	(784)	(860)
4	Other Income	(66)	(66)	(66)	(66)
<b>5</b>	<b>Total Income</b>	<b>(25,734)</b>	<b>(26,512)</b>	<b>(27,457)</b>	<b>(28,974)</b>
	<b>Expenditure</b>				
6	Repairs and Maintenance	7,508	7,435	8,191	9,022
7	Supervision and Management - General	1,907	2,032	2,126	2,290
8	Supervision and Management - Special	1,385	1,405	1,550	1,709
9	Depreciation and Impairment of Fixed Assets	3,717	3,828	3,944	4,062
10	Debt Management Expenses	35	35	35	35
11	Provision for Bad Debts	383	383	394	415
12	Other Expenditure (Pension Deficit)	324	356	406	426
13	Support Recharge from General Fund	2,759	2,787	2,814	2,870
<b>14</b>	<b>Total Expenditure</b>	<b>18,018</b>	<b>18,261</b>	<b>19,460</b>	<b>20,829</b>
<b>15</b>	<b>Net Cost of HRA Services</b>	<b>(7,716)</b>	<b>(8,251)</b>	<b>(7,997)</b>	<b>(8,145)</b>
16	Interest Payable and Similar Charges	2,433	2,335	2,238	2,142
17	Interest and Investment Income	(152)	(200)	(184)	(181)
<b>18</b>	<b>Net Position Before Reserve Movements</b>	<b>(5,435)</b>	<b>(6,116)</b>	<b>(5,943)</b>	<b>(6,184)</b>
<b>19</b>	<b>Movement on the HRA Reserve Balance</b>				
<b>20</b>	<b>Housing Revenue Account Balance at start of Year</b>	<b>3,771</b>	<b>3,203</b>	<b>3,500</b>	<b>2,973</b>
21	Net position as at 31 March	5,435	6,116	5,943	6,184
22	Repayment of Principal	(3,222)	(3,222)	(3,222)	(3,222)
23	Major Repairs Reserve Transfer	(2,781)	(2,597)	(3,248)	(3,345)
<b>24</b>	<b>Housing Revenue Account Balance at end of Year</b>	<b>3,203</b>	<b>3,500</b>	<b>2,973</b>	<b>2,590</b>
<b>25</b>	<b>Major Repairs Reserve Balance at Start of Year</b>	<b>17,900</b>	<b>17,301</b>	<b>12,363</b>	<b>9,740</b>
26	Depreciation & MRR Transfer	6,498	6,425	7,192	7,407
27	Capital Financing & Loan Repayment	(7,097)	(11,363)	(9,815)	(8,454)
<b>28</b>	<b>Major Repairs Reserve Balance at End of Year</b>	<b>17,301</b>	<b>12,363</b>	<b>9,740</b>	<b>8,693</b>

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## FEES & CHARGES 2022/23

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>CAR PARKS - GRANTHAM</b>					
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2022	0.80	0.90	Included
	Up to 1 hour	01/04/2022	1.10	1.20	Included
	Up to 2 hours	01/04/2022	1.80	1.90	Included
	Up to 3 hours	01/04/2022	2.40	2.50	Included
	Up to 4 hours	01/04/2022	4.00	4.10	Included
	Over 4 hours	01/04/2022	5.20	5.30	Included
	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2022	0.80	0.90	Included
	Up to 1 hour	01/04/2022	1.10	1.20	Included
	Up to 2 hours	01/04/2022	1.80	1.90	Included
	Up to 3 hours	01/04/2022	2.40	2.50	Included
	Up to 4 hours	01/04/2022	7.90	8.00	Included
	Over 4 hours	01/04/2022	10.30	10.40	Included
2	LONG STAY (EXCEPT WELHAM STREET)				
	Up to 3 hours	01/04/2022	2.40	2.50	Included
	Up to 4 hours	01/04/2022	3.30	3.40	Included
	All day	01/04/2022	4.00	4.10	Included
3	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2022	1.10	1.20	Included
	Up to 4 hours	01/04/2022	1.60	1.70	Included
	Up to 6 hours	01/04/2022	3.10	3.20	Included
	Over 6 hours	01/04/2022	10.30	10.40	Included
4	LONG STAY SEASON TICKETS				
	(Monday to Friday)				
	Per quarter	01/04/2022	130.00	135.00	Included
	Per 6 months	01/04/2022	250.00	260.00	Included
5	LONG STAY SEASON TICKETS				
	(Monday to Saturday)				
	Per quarter	01/04/2022	155.00	160.00	Included
	Per 6 months	01/04/2022	300.00	310.00	Included
	Season Ticket Discount Offer	Additional Purchase 4	Tickets Free 1		
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>CAR PARKS - STAMFORD</b>				
1	SHORT STAY				
	Up to 30 mins	01/04/2022	0.90	1.00	Included
	Up to 1 hour	01/04/2022	1.20	1.30	Included
	Up to 2 hours	01/04/2022	1.90	2.00	Included
	Up to 3 hours	01/04/2022	2.50	2.60	Included
	Up to 4 hours	01/04/2022	4.10	4.20	Included
	Over 4 hours	01/04/2022	5.30	5.40	Included
2	LONG STAY				
	Up to 3 hours	01/04/2022	2.50	2.60	Included
	Up to 4 hours	01/04/2022	3.40	3.50	Included
	All day	01/04/2022	4.10	4.20	Included
4	LONG STAY SEASON TICKETS				
	(Monday to Friday)				
	Per quarter	01/04/2022	135.00	140.00	Included
	Per 6 months	01/04/2022	255.00	265.00	Included
5	LONG STAY SEASON TICKETS				
	(Monday to Saturday)				
	Per quarter	01/04/2022	160.00	165.00	Included
	Per 6 months	01/04/2022	307.00	315.00	Included
	Season Ticket Discount Offer	Purchase	Additional Tickets Free		
		4	1		
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
1	<b>BUS STATION - GRANTHAM</b>				
	Per Departure	01/04/2022	0.82	0.84	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2022	54.08	55.70	Included
2	<b>BUS STATION - STAMFORD</b>				
	Per Departure	01/04/2022	0.82	0.84	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2022	54.08	55.70	Included
3	<b>BUS STATION - BOURNE</b>				
	Per Departure	01/04/2022	0.82	0.84	Included
	<u>Minimum Charge</u>				
	1-75 departures per annum	01/04/2022	54.08	55.70	Included

Building Control - Detail						
Category of work	Full Plans Application			Building Notice Applications		
	Plan Charge			Building Notice Charge		
	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £
Extension or loft conversion where the floor area does not exceed 10m <sup>2</sup>	300.00	60.00	360.00	300.00	60.00	360.00
Extension or loft conversion where floor area exceeds 10m <sup>2</sup> but does not exceed 30m <sup>2</sup>	395.00	79.00	474.00	395.00	79.00	474.00
Conversion of a domestic garage into a habitable room(s)	255.00	51.00	306.00	255.00	51.00	306.00
Renovation of a thermal element to a single existing dwelling (eg Re-roofing, Re-plastering, Floor/Wall Insulation)	205.00	41.00	246.00	205.00	41.00	246.00
Replacement of windows in domestic dwelling (individual quote for commercial)	170.00	34.00	204.00	170.00	34.00	204.00
	430.00	86.00	516.00	430.00	86.00	516.00
Work for which the estimated cost is over £2,000 and up to £5,000	270.00	54.00	324.00	270.00	54.00	324.00
Forming a single structural opening	130.00	26.00	156.00	130.00	26.00	156.00

**The above charges can be varied up to +/- 20% within year, in agreement with the Strategic Director - Commercial and Operations, to reflect the commercial market within which Building Control operates.**  
**For any work not covered in the above table, please contact us on 01476 406187 or e-mail [bcontrol@southkesteven.gov.uk](mailto:bcontrol@southkesteven.gov.uk) for a quotation.**

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>BUILDING CONTROL CHARGES</b>					
1	<u>Administration Charges</u>				
	Enquiries & searching of historic records within 20 working days	01/04/2021	62.00	62.00	O/Scope
	Enquiries & searching of historic records within 48 hours	01/04/2021	93.00	93.00	O/Scope
	Copy of completion certificate - within 20 working days	01/04/2021	31.00	31.00	O/Scope
	Copy of completion certificate - within 1 working day	01/04/2021	62.00	62.00	O/Scope
	Copy of notice of decision - within 20 working days	01/04/2021	31.00	31.00	O/Scope
	Copy of notice of decision - within 1 working day	01/04/2021	62.00	62.00	O/Scope
	First issue of Completion Certificates	01/04/2021	78.00	78.00	O/Scope
	Exemption Confirmation Letter	01/04/2021	47.00	47.00	O/Scope
	Responses to Professional Letters for Commercial Purposes	01/04/2021	78.00	78.00	O/Scope
2	<u>Additional Inspection Charges</u>				
	Additional inspections for quality of building works including help with snagging list	01/04/2015	20% of original charge	20% of original charge	Included
3	<u>Other Charges</u>				
	Pre-application advice - 1st hour free, thereafter, hourly rate applies	01/04/2021	47.00	47.00	Included
	Domestic structural design	01/04/2021	165.00	165.00	Included
	Administration charge for dangerous structures, withdrawn applications, historic buildings etc. (per hour)	01/04/2021	62.00	62.00	Included
	Fire Risk Assessments	01/02/2017	POA	POA	Included
	Demolition Notice	01/04/2021	125.00	125.00	O/Scope

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>1</b>	<b>MARKETS - GRANTHAM</b>				
1	Standard Stall (3.05m x 1.22m)	01/04/2022	22.50	23.20	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2022	25.00	25.80	Exempt
2	Pitch (3.05m x 3.05m)	01/04/2022	21.00	21.60	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2022	22.00	22.70	Exempt
	Hot food & drinks units	01/04/2022	25.00	25.80	Exempt
3	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2022	7.00	7.20	Included
	Large vehicles	01/04/2022	10.50	10.80	Included
<b>4</b>	<b>MARKETS - STAMFORD</b>				
4	Standard Stall (3.05m x 1.22m)	01/04/2022	26.00	26.80	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2022	29.00	29.90	Exempt
5	Pitch (3.05m x 1.22m)	01/04/2022	23.00	23.70	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2022	26.00	26.80	Exempt
	Hot food & drinks units	01/04/2022	29.00	29.90	Exempt
6	Craft fair - Table	01/04/2022	27.00	27.80	Exempt
7	Craft fair - Stall	01/04/2022	32.50	33.50	Exempt
8	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2022	7.00	7.20	Included
	Large vehicles	01/04/2022	11.00	11.30	Included
<b>9</b>	<b>MARKETS - BOURNE</b>				
9	Standard Stall (3.05m x 1.22m)	01/04/2022	20.00	20.60	Exempt
	Standard Casual Stall (3.05m x 1.22m)	01/04/2022	22.00	22.70	Exempt
10	Pitch (3.05m x 3.05m)	01/04/2022	17.00	17.50	Exempt
	Casual Pitch (3.05m x 3.05m)	01/04/2022	17.50	18.00	Exempt
	Hot food & drinks units	01/04/2022	22.00	22.70	Exempt
11	<u>Vehicles parked for storage</u>				
	Cars and light vans	01/04/2022	7.50	7.70	Included
	Large vehicles	01/04/2022	11.00	11.30	Included
12	Hire of stall for private function (collection only)*	01/04/2022	11.50	11.80	Exempt
<b>13</b>	<b>FOR ALL MARKETS</b>				
	Farmers market - supply of stall cover in addition to standard stall charge	01/04/2022	1.50	1.60	Exempt
	Fruit and Veg Excessive Waste Surcharge (per stall)	01/04/2022	5.50	5.70	Included

\* any associated costs with delivery and set up will be charged accordingly

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b><u>BOURNE LEISURE CENTRE</u></b>				
1	<b><u>Swimming Pool</u></b>				
	Swimming - full rate	01/04/2022	5.40	5.60	Exempt
	Swimming - concession	01/04/2022	3.70	3.80	Exempt
	Under 5's	01/04/2021	1.00	1.00	Exempt
	Parent and toddler session	01/04/2022	5.50	5.70	Exempt
	Exclusive pool hire (per hour)	01/04/2022	153.45	158.10	Exempt
	LCC Schools (per individual)	01/04/2021	1.40	1.40	Exempt
2	<b><u>Main Hall (per hour)</u></b>				
	Sporting - full rate	01/04/2022	64.15	66.10	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2022	13.20	13.60	Exempt
	Table tennis - full rate per hour	01/04/2022	7.50	7.70	Exempt
3	<b><u>Fitness Room (per hour)</u></b>				
	Individual use - full rate	01/04/2022	9.00	9.30	Exempt
4	<b><u>Miscellaneous (per hour)</u></b>				
	Activity room/meeting room - full rate	01/04/2022	27.75	28.60	Exempt
	Spectator (per individual)	01/04/2022	1.40	1.40	Exempt
5	<b><u>Hire of equipment</u></b>				
	Rackets and balls (all types of rackets and balls)	01/04/2022	2.45	2.50	Exempt
6	<b><u>Membership</u></b>				
	Adult member	01/04/2022	26.75	27.60	Exempt
	Junior (U16)	01/04/2022	12.80	13.20	Exempt
	Concessionary	01/04/2022	12.80	13.20	Exempt
	Family membership	01/04/2022	61.75	63.60	Exempt
	<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>				

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b><u>DEEPINGS LEISURE CENTRE</u></b>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2022	4.90	5.00	Exempt
	Swimming - concession	01/04/2022	3.30	3.40	Exempt
	Under 5's	01/04/2021	0.90	0.90	Exempt
	Parent and toddler session	01/04/2022	5.00	5.10	Exempt
	Exclusive pool hire (per hour)	01/04/2022	98.35	101.30	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2022	55.10	56.80	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2022	13.30	13.70	Exempt
	Table tennis - full rate per hour	01/04/2022	8.10	8.30	Exempt
3	<u>Squash Court (per 40 mins) - full rate</u>	01/04/2022	8.50	8.80	Exempt
4	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2022	27.00	27.80	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
5	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2022	7.85	8.10	Exempt
6	<u>Miscellaneous (per hour)</u>				
	Spectator (per individual)	01/04/2022	1.55	1.60	Exempt

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b><u>DEEPINGS LEISURE CENTRE</u></b>				
7	<u>Hire of equipment</u>				
	Table tennis bat/ball	01/04/2022	2.30	2.40	Exempt
	Skate hire / shuttlecock	01/04/2022	2.30	2.40	Exempt
	Badminton/tennis/squash racket	01/04/2022	2.30	2.40	Exempt
8	<u>Synthetic Pitch (per hour)</u>				
	Full synthetic pitch - full rate	01/04/2022	56.15	57.80	Exempt
	Six-a-side - full rate	01/04/2022	22.40	23.10	Exempt
	Floodlights (full pitch) - full rate	01/04/2022	23.00	23.70	Exempt
	Floodlights (six-a-side) - full rate	01/04/2022	8.40	8.70	Exempt
9	<u>Outdoor pitches</u>				
	per pitch (2 hours) - full rate	01/04/2022	64.10	66.00	Exempt
	Includes marking out and accommodation				
<p><b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES      LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS      MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b></p>					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b><u>THE GRANTHAM MERES LEISURE CENTRE</u></b>					
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2022	5.40	5.60	Exempt
	Swimming - concession	01/04/2022	3.70	3.80	Exempt
	Under 5's	01/04/2021	0.90	0.90	Exempt
	Parent and toddler session	01/04/2022	5.60	5.80	Exempt
	Exclusive pool hire (per hour)	01/04/2022	164.65	169.60	Exempt
	LCC Schools (per individual)	01/04/2021	1.40	1.40	Exempt
2	<u>Main Hall (per hour)</u>				
	Sporting - full rate	01/04/2022	87.95	90.60	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Badminton - full rate	01/04/2022	12.80	13.20	Exempt
	Climbing wall - full rate	01/04/2022	8.90	9.20	Exempt
	Table tennis centre hall	01/04/2022	65.15	67.10	Exempt
	Table tennis - full rate per hour	01/04/2022	7.60	7.80	Exempt
3	<u>Second Hall (per hour)</u>				
	Sporting - full rate	01/04/2022	41.90	43.20	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Fitness Room (per hour)</u>				
	Individual use - full rate	01/04/2022	9.00	9.30	Exempt
5	<u>Miscellaneous (per hour)</u>				
	Meeting room - full rate	01/04/2022	18.80	19.40	Exempt
	Activity Room - full rate	01/04/2022	17.80	18.30	Exempt
	Spectator (per individual)	01/04/2021	1.50	1.50	Exempt
6	<u>Hire of equipment</u>				
	Table tennis bat/ball	01/04/2022	2.50	2.60	Exempt
	Badminton/tennis/squash racket	01/04/2022	2.50	2.60	Exempt

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b><u>THE GRANTHAM MERES LEISURE CENTRE</u></b>				
7	<u>Synthetic Pitch Pay and Play (per hour)</u>				
	Full pitch (11v11)	01/04/2022	84.35	86.90	Exempt
	Quarter pitch (5v5)	01/04/2022	28.10	28.90	Exempt
	Half pitch (9v9)	01/04/2022	50.60	52.10	Exempt
8	<u>Outdoor Facilities - (per hour)</u>				
	Tennis court - full rate	01/04/2022	15.70	16.20	Exempt
	Netball - full rate	01/04/2022	22.50	23.20	Exempt
9	<u>Membership</u>				
	Adult member	01/04/2022	26.75	27.60	Exempt
	Junior (U16)	01/04/2022	12.80	13.20	Exempt
	Concessionary	01/04/2022	12.80	13.20	Exempt
	Family membership	01/04/2022	61.75	63.60	Exempt
	<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b>				
	<b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b>				
	<b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>				

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b><u>STAMFORD LEISURE CENTRE</u></b>				
1	<u>Swimming pool</u>				
	Swimming - full rate	01/04/2022	5.40	5.60	Exempt
	Swimming - concession	01/04/2022	3.60	3.70	Exempt
	Under 5's	01/04/2021	0.90	0.90	Exempt
	Parent and toddler session	01/04/2022	5.70	5.90	Exempt
	Parties - exclusive pool hire (per hour)	01/04/2022	169.75	174.80	Exempt
	LCC schools (per individual)	01/04/2021	1.40	1.40	Exempt
	Spectator (per individual)	01/04/2021	1.50	1.50	Exempt
2	<u>Membership</u>				
	Adult member	01/04/2022	26.00	26.80	Exempt
	Junior (U16)	01/04/2022	12.80	13.20	Exempt
	Concessionary	01/04/2022	12.80	13.20	Exempt
	Family membership	01/04/2022	61.55	63.40	Exempt
<p><b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b>  <b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b>  <b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b></p>					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b><u>SOUTH KESTEVEN SPORTS STADIUM</u></b>				
1	<u>Track Hire</u>				
	Adult	01/04/2022	55.05	56.70	Exempt
	Concession	01/04/2022	34.60	35.60	Exempt
	Floodlights	01/04/2022	43.40	44.70	Exempt
	Commercial	01/04/2012	Negotiable	Negotiable	Exempt
	Non-sporting / Non-commercial	01/04/2022	60.85	62.70	Exempt
2	<u>Individual use (per hour)</u>				
	Adult	01/04/2022	4.70	4.80	Exempt
	Concession	01/04/2022	3.10	3.20	Exempt
	Spectator (per individual)	01/04/2021	1.50	1.50	Exempt
	Hire of equipment (per booking)	01/04/2022	27.30	28.10	Exempt
	Setting up time	01/04/2022	27.30	28.10	Exempt
3	<u>Main football pitch hire</u>				
	Pitch hire (up to 2 hours)				
	Adult	01/04/2022	155.20	159.90	Exempt
	Concession	01/04/2022	101.65	104.70	Exempt
	Floodlights (per match)	01/04/2022	84.15	86.70	Exempt
	Commercial (per hour)	01/04/2012	Negotiable	Negotiable	Exempt
4	<u>Individual room hire (per hour)</u>				
	P.A./Meeting room	01/04/2022	16.50	17.00	Exempt
<b>THE LIST OF CHARGES IS NOT DEFINITIVE AND ARE NON-MEMBER RATES</b> <b>LOWER CHARGES ARE AVAILABLE FOR LEISURE CENTRE MEMBERS</b> <b>MEMBERSHIP RATES MAY VARY ACCORDING TO LOCAL PROMOTIONS</b>					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>STAGED PERFORMANCES</b> The theatres and ballrooms are available for hire for theatrical productions, concerts, lectures, demonstrations, films and other performing arts events. Prices are below:				
1	<b>Guildhall Arts Centre, Grantham</b>				
	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/2022	380.00	400.00	Exempt
	Performances - Non Profit making	01/04/2022	320.00	336.00	Exempt
	Dress rehearsals	01/04/2022	215.00	226.00	Exempt
	Rehearsals (incl tech)	01/04/2022	140.00	150.00	Exempt
	Lecture/demonstrations (Daytime)	01/04/2022	100.00	105.00	Exempt
	Lecture/demonstrations (Evening)	01/04/2022	220.00	230.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2022	140.00	150.00	Exempt
2	<b>Stamford Arts Centre</b>				
	<u>Theatre Hire</u>				
	Performances - Commercial	01/04/2022	380.00	400.00	Exempt
	Performances - Non Profit making	01/04/2022	320.00	336.00	Exempt
	Dress rehearsals	01/04/2022	215.00	226.00	Exempt
	Rehearsals (incl tech)	01/04/2022	140.00	150.00	Exempt
	Lecture/demonstrations (Daytime)	01/04/2022	100.00	105.00	Exempt
	Lecture/demonstrations (Evening)	01/04/2022	220.00	230.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2022	140.00	150.00	Exempt
	Technical surcharge per hire	01/04/2022	60.00	65.00	Exempt
3	<b>Bourne Corn Exchange</b>				
	<u>Theatre Hire - Main Hall</u>				
	Performances - Commercial	01/04/2022	165.00	175.00	Exempt
	Performances - Non Profit making	01/04/2022	140.00	150.00	Exempt
	Dress Rehearsals	01/04/2022	120.00	130.00	Exempt
	Rehearsals	01/04/2022	90.00	95.00	Exempt
	Set up charge/technical support (max. 8 hours)	01/04/2022	140.00	150.00	Exempt
	Performers Rights Society charges may be applicable in addition to the above rates				
	Hire conditions are available giving details of equipment and support offered; quotations provided on request.				

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>WEDDING RECEPTIONS, PARTIES AND OTHER ROOM HIRE</b>					
All three venues are available for wedding parties and similar functions. Packages are available to include provision of bars and catering. Prices are below.					
<b>4 Guildhall Arts Centre, Grantham</b>					
<u>Casually let rooms (per hour)</u>					
Ballroom - hourly day rate up to 6pm	01/04/2022	35.00	40.00	Exempt	
Ballroom - hourly evening rate 6 to 11pm - meetings & workshops	01/04/2022	35.00	40.00	Exempt	
Ballroom - whole evening 6 to 11pm parties	01/04/2022	350.00	370.00	Exempt	
Ballroom - whole evening 6 to 11pm concerts	01/04/2022	270.00	285.00	Exempt	
Ballroom - (all day) Wedding rate	01/04/2022	500.00	525.00	Exempt	
Ballroom - (all day) Wedding rate including setting up charge previous evening	01/04/2022	830.00	870.00	Exempt	
Use of ballroom kitchen per day	01/04/2022	57.00	60.00	Exempt	
<u>Meeting rooms (per hour)</u>					
Newton room	01/04/2022	29.00	31.00	Exempt	
Studio 4*	01/04/2022	15.50	16.50	Exempt	
<b>5 Bourne Corn Exchange</b>					
<u>Casually let rooms</u>					
Main hall - hourly rate	01/04/2022	40.00	42.00	Exempt	
Main hall - Friday or Saturday whole evening 6pm-12pm incl prem rate	01/04/2022	300.00	315.00	Exempt	
Main hall - (all day) 9am to 12pm excluding kitchen	01/04/2022	500.00	525.00	Exempt	
Kitchen hire (use of kitchen area excluding equip)*	01/04/2022	71.00	75.00	Exempt	
Kitchen hire (full use of kitchen and equipment including crockery and cutlery etc)*	01/04/2022	134.00	140.00	Exempt	
Room set up or clear down (as per hourly rate or part thereof)	01/04/2022	40.00	42.00	Exempt	
Room set up or clear down after midnght (as per hourly rate or part thereof)	01/04/2022	57.00	60.00	Exempt	
Bar Area	01/04/2022	15.00	16.00	Exempt	
<b>6 Stamford Arts Centre</b>					
<u>Casually let rooms (per hour)</u>					
Ballroom - hourly day rate up to 6pm	01/04/2022	35.00	37.00	Exempt	
Ballroom - hourly evening rate 6 to 11pm - meetings & workshops	01/04/2022	35.00	37.00	Exempt	
Ballroom - whole evening 6 to 11pm - parties	01/04/2022	490.00	515.00	Exempt	
Ballroom - whole evening 6 to 11pm - concerts	01/04/2022	380.00	400.00	Exempt	
Function ballroom/Blue room - all day wedding rate	01/04/2022	905.00	950.00	Exempt	
Function ballroom/Blue room - wedding rate including setting up charge previous evening	01/04/2022	1,345.00	1,412.00	Exempt	
<u>Meeting rooms - per hour</u>					
Blue Room*	01/04/2022	18.50	20.00	Exempt	
Rehearsal*	01/04/2022	16.00	17.00	Exempt	
Ireson/Burghley/Exeter Room	01/04/2022	12.50	1350.00	Exempt	
Additional cleaning for social functions	01/04/2022	70.00	73.50	Included	
*access to kitchen up to 4 hours prior to event start time, additional earlier access will incur additional hourly rate of £10					
<b>Performers Right Society charges may be applicable in addition to the above rates</b>					
<b>Room Hire</b>					
The Fees & charges above are listed as guide prices- Please call your respective arts centre for a specific hire quotation					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
1	<u>Green Waste</u>				
	Delivery of Green bin (or bins to same address)	01/04/2012	10.00	10.00	O/Scope
	Provision of green bin (all new or additional bins)	01/04/2010	26.00	26.00	O/Scope
	Annual collection charge (first bin) - Paid by telephone or face to face (not direct debit)	01/04/2022	44.00	49.00	O/Scope
	Annual collection charge (first bin) - Paid online or by direct debit	01/04/2022	39.00	44.00	O/Scope
	Annual collection charge (each subsequent bin) - Paid by telephone or face to face (not direct debit)	01/04/2022	22.00	24.50	O/Scope
	Annual collection charge (each subsequent bin) - Paid online or by direct debit	01/04/2022	19.50	22.00	O/Scope
2	<u>Other street care charges</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	Additional clear recycling sacks (pack of 15)	01/04/2010	1.25	1.25	O/Scope
	Replacement of damaged 240 ltr wheelie bins*	01/04/2010	26.00	26.00	O/Scope
	Replacement of damaged 140 ltr wheelie bins*	01/04/2016	15.00	15.00	O/Scope
	Replacement of damaged 180 ltr wheelie bins*	01/04/2016	17.00	17.00	O/Scope
	Replacement of damaged wheels and axles*	01/04/2010	20.00	20.00	O/Scope
	Replacement of bin lid pegs*	01/04/2010	5.00	5.00	O/Scope
3	<u>Additional bins for Landlords ( subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	240 ltr bin	01/04/2016	26.00	26.00	O/Scope
	360 ltr bin	01/04/2016	49.00	49.00	O/Scope
	660 ltr bin	01/04/2016	116.00	116.00	O/Scope
	1100 ltr bin	01/04/2016	149.00	149.00	O/Scope
4	<u>Replacement (additional capacity) bins for Families (subject to qualifying criteria)</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	360 ltr bin	01/04/2016	49.00	49.00	O/Scope
5	<u>Developers charge for new developments</u>				
	Delivery of bin (or bins to the same address)	01/04/2016	10.00	10.00	O/Scope
	Set of bins (1 black 240 ltr & 1 silver 240 ltr)	01/04/2016	52.00	52.00	O/Scope
6	<u>Domestic refuse collection</u>				
	Bulk household items - first item	01/04/2022	15.00	17.50	O/Scope
	- each additional item	01/04/2022	7.50	8.75	O/Scope
	White Goods collection	01/04/2022	15.00	17.50	O/Scope
	Piano collection	01/04/2015	50.00	50.00	O/Scope
	Ad Hoc Bulky collections (non standard items) - to be assessed by Supervisor, charged appropriately				
7	Private street cleansing	01/04/2010	Based on cost recovery		
8	Commercial waste collections (including bulky items) - please contact us by email: waste@southkesteven.gov.uk for a quotation	01/04/2016			

\*Where bins have been damaged by the resident

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>MOT Testing</b>				
1	<u>Classes 1 and 2</u>				
	Motorcycles	01/04/2010	29.65	29.65	O/Scope
	Motorcycles with sidecar	01/04/2010	37.80	37.80	O/Scope
2	<u>Class 4</u>				
	Cars (up to 8 passenger seats) and motor caravans	01/04/2010	54.85	54.85	O/Scope
	Quads (max unladen weight 400kg - for goods vehicles 550kg and max net power 15kw)	01/04/2010	54.85	54.85	O/Scope
	Dual purpose vehicles	01/04/2010	54.85	54.85	O/Scope
	Private hire vehicles and PSVs (up to 8 seats)	01/04/2010	54.85	54.85	O/Scope
	Goods vehicles (up to 3,000 kg DGW)	01/04/2010	54.85	54.85	O/Scope
	Ambulances and Taxis (Taxis and private hire vehicles may be subject to additional local requirements)	01/04/2010	54.85	54.85	O/Scope
	Private passenger vehicles and ambulances (9-12 Passenger Seats)	01/04/2010	57.30	57.30	O/Scope
3	<u>Class 7</u>				
	Goods vehicles (over 3,000kg up to 3,500kg DGW)	01/04/2010	58.60	58.60	O/Scope
	<b>NOTES</b>				
	These are the maximum fees chargeable in accordance with Vehicle and Operator Standards Agency				

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>ENVIRONMENTAL HEALTH</b>					
<b>TATTOOING, PIERCING AND ELECTROLYSIS</b>					
1	<u>Premise/Business registration fees</u>				
	Acupuncture	01/04/2022	155.95	160.65	O/Scope
	Tattooing	01/04/2022	155.95	160.65	O/Scope
	Electrolysis	01/04/2022	155.95	160.65	O/Scope
	Cosmetic piercing	01/04/2022	155.95	160.65	O/Scope
	Semi permanent skin colouring	01/04/2022	155.95	160.65	O/Scope
	Additional activities (eg cosmetic piercing and tattooing) per activity	01/04/2022	85.00	87.55	O/Scope
	Amendment or replacement certificate	01/04/2022	29.10	29.95	O/Scope
2	<u>Personal registration fees (Per activity)</u>				
	Acupuncture	01/04/2022	79.45	81.85	O/Scope
	Tattooing	01/04/2022	79.45	81.85	O/Scope
	Electrolysis	01/04/2022	79.45	81.85	O/Scope
	Cosmetic piercing	01/04/2022	79.45	81.85	O/Scope
	Semi permanent skin colouring	01/04/2022	79.45	81.85	O/Scope
	Amendment or replacement certificate	01/04/2022	29.10	29.95	O/Scope
3	<u>Unsound food</u>				
	Voluntary surrender certificate (excludes disposal)	01/04/2022	83.46	85.98	Included
4	<u>Food Export Health Certification</u>				
	Inspection (first 2 hours) and certification	01/04/2022	175.20	180.48	Included
	Certification only	01/04/2022	55.02	56.70	Included
5	<u>Food Hygiene Rating Scheme</u>				
	Re-inspection/Re-visit	01/04/2022	168.42	173.46	Included
6	<u>Control of dogs</u>				
	Collecting and detaining stray dogs (statutory fine)	01/04/1996	25.00	25.00	O/Scope
	Handling, Kenneling & Administration	01/04/2022	42.45	43.70	O/Scope
	Kennelling per day or part of	01/04/2022	18.45	19.00	O/Scope
7	<u>Scrap Metal Dealers</u>				
	Dealer initial licence - 3 year licence Part A	01/04/2022	271.70	279.85	O/Scope
	Dealer initial licence - 3 year licence Part B	01/04/2022	363.60	374.50	O/Scope
	Dealer licence renewal - Part A	01/04/2022	215.35	221.80	O/Scope
	Dealer licence renewal - Part B	01/04/2022	37.35	38.45	O/Scope
	Collector new - Part A	01/04/2022	152.65	157.25	O/Scope
	Collector new - Part B	01/04/2022	37.35	38.45	O/Scope
	Collector renewal - Part A	01/04/2022	96.30	99.20	O/Scope
	Collector renewal - Part B	01/04/2022	37.35	38.45	O/Scope
	Copy of a licence Replacement Licence certificate	01/04/2022	27.00	27.80	O/Scope
	Minor variation	01/04/2022	35.85	36.95	O/Scope
8	<u>Caravan Sites &amp; Park Homes</u>				
	Application for site Licence - Part A	01/04/2022	467.95	482.00	O/Scope
	Application for sie licence - Part B	01/04/2022	37.30	38.40	O/Scope
	Transfer/amendments of up to 2 Licence conditions	01/04/2022	189.45	195.15	O/Scope
	Significant amendments involving a site visit	01/04/2022	307.45	316.65	O/Scope
	Annual Fee	01/04/2022	75.50	77.75	O/Scope
	Additional annual fee per plot	01/04/2022	5.00	5.15	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope
	Deposit of site rules	01/04/2022	81.75	84.20	O/Scope
	Replacement licence certificate	01/04/2022	26.35	27.15	O/Scope
	Enforcement - Based on an hourly rate	01/04/2018	Variable	Variable	O/Scope

NB Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B.  
 Part A is payable upon application, Part B is payable upon grant of license

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>ENVIRONMENTAL HEALTH</b>					
9	ENQUIRIES IN CONNECTION WITH CONTAMINATED LAND Enquiries	01/04/2022	133.30	137.30	O/Scope
10	Private sector housing charges	01/04/2012	Hourly Rate	Hourly Rate	O/Scope
11	Food Hygiene/Health & Safety Charges	01/04/2018	Hourly Rate	Hourly Rate	Included
12	Immigration inspections	01/04/2022	122.35	126.00	O/Scope
13	Private Sector Housing Civil Penalties (Maximum penalty allowed by legislation £30,000 as alternative to prosecution)	01/04/2018	30,000.00	30,000.00	O/Scope
14	HOUSES IN MULTIPLE OCCUPATION				
	New Licence - Part A	01/04/2022	426.00	438.80	O/Scope
	New Licence - Part B	01/04/2022	119.45	123.05	O/Scope
	Renewal of licence (before expiry, no changes) Pa	01/04/2022	255.30	262.95	O/Scope
	Renewal of licence (before expiry, no changes) Pa	01/04/2022	119.45	123.05	O/Scope
	Replacement licence certificate	01/04/2022	27.05	27.85	O/Scope
15	SAMPLING OF PRIVATE WATER SUPPLIES INTENDED FOR HUMAN CONSUMPTION				
	Risk Assessment (each assessment)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Sampling (each visit)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Investigation (each investigation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Grant of authorisation (each authorisation)	01/04/2019	Hourly Rate	Hourly Rate	O/Scope
	Analysing a sample:				
	Taken under Reg 10 (domestic)	01/04/2019	Variable	Variable	O/Scope
	Taken during monitoring of group A parameters	01/04/2019	Variable	Variable	O/Scope
	Taken during monitoring of Group B parameters and monitoring under regulation 11	01/04/2019	Variable	Variable	O/Scope
16	SMOKE FREE FIXED PENALTY NOTICES				
	Smoking in smoke free designated premises, place, vehicle	01/04/2016	50.00	50.00	O/Scope
	If paid within 15 days of issue	01/04/2016	30.00	30.00	O/Scope
	Failing to display smoke free signage as per law	01/04/2016	200.00	200.00	O/Scope
	If paid within 15 days of issue	01/04/2016	150.00	150.00	O/Scope
17	SMOKE AND CARBON MONOXIDE ALARMS FOR RELEVANT LANDLORDS				
	Full cost recovery plus penalty charge for failure to comply (Maximum penalty allowed by legislation £5,000)	01/04/2016	700 - 4,500	700 - 4,500	O/Scope
18	LETTING AGENTS REDRESS SCHEME				
	Penalty for failure to comply (Maximum penalty allowed by legislation £5,000 should be considered the norm and a lower fine should only be charged if there are extenuating circumstances considered on a case by case basis)	01/04/2017	5,000.00	5,000.00	O/Scope

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>ENVIRONMENTAL HEALTH</b>				
19	<b>HYGIENE &amp; FOOD SAFETY</b>				
	New Business Advice Consultation	01/04/2022	204.90	211.08	Included
	Food Hygiene Checkup	01/04/2022	157.62	162.36	Included
	Food Safety Organiser	01/04/2022	31.21	32.16	Included
	Food hygiene workshop (1 hour max 8 people)	01/04/2022	116.49	120.00	Included
	Pocket guides/publications (up to)	01/04/2022	31.20	32.16	Included
20	<b>SAFER FOOD BETTER BUSINESS</b>				
	Catering pack	01/04/2022	20.40	21.06	Included
	Retail pack	01/04/2022	19.50	20.10	Included
	Childminder pack	01/04/2022	12.54	12.90	Included
	Residential care home supplement	01/04/2022	6.96	7.20	Included
	6 month diary refill	01/04/2022	10.68	11.04	Included
	12 month diary refill	01/04/2022	12.54	12.90	Included
21	<b>MINIMUM ENERGY EFFICIENCY STANDARDS (PRIVATE RENTED PROPERTY)</b>				
	Letting substandard property (less than 3 months)	01/04/2019	2,000.00	2,000.00	O/scope
	Letting substandard property (3 months or more)	01/04/2019	4,000.00	4,000.00	O/scope
	Registering false or misleading information on the PRS Exemptions Register	01/04/2019	1,000.00	1,000.00	O/scope
	Failing to comply with compliance notice	01/04/2019	2,000.00	2,000.00	O/scope

	Detail	Effective Date	2022/23	2022/23	2022/23	VAT
<b>LAPPC Permits for Part B Installations, Mobile Plant and Solvent Emissions Activities</b>						
<b>Application Fees</b>						
1	Standard Process (includes solvent emission activites)	01/04/2017	1,650.00	1,650.00		O/Scope
	Standard Processes additional fee for operating without a permit	01/04/2017	1,188.00	1,188.00		O/Scope
	PVRI, SWOBs and Dry Cleaners	01/04/2017	155.00	155.00		O/Scope
	PVR I & II combined	01/04/2017	257.00	257.00		O/Scope
	Vehicle refinishers (VRs) and other reduced fees activities	01/04/2017	362.00	362.00		O/Scope
	Reduced fee activities: Additional fee for operating without a permit	01/04/2017	99.00	99.00		
	Mobile Plant (not using simplified permits)	01/04/2017	1,650.00	1,650.00		O/Scope
	- for the third to seventh application	01/04/2017	985.00	985.00		O/Scope
	- for the eighth and subsequent applications	01/04/2017	498.00	498.00		O/Scope
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts					
2	<b>Substantial changes to permits</b>					
	Standard Process	01/04/2017	1,050.00	1,050.00		O/Scope
	Standard Process where the substantial change results in a new PPC activity	01/04/2017	1,650.00	1,650.00		O/Scope
	Reduced Fee Activities	01/04/2017	102.00	102.00		O/Scope
3	<b>Transfer and Surrender</b>					
	Transfer of a permit - Standard Process	01/04/2017	169.00	169.00		O/Scope
	New operator at low risk reduced fee activity (extra one off subsistence charge)	01/04/2017	78.00	78.00		O/Scope
	Partial transfer of a standard permit	01/04/2017	497.00	497.00		O/Scope
	Reduced Fee Activities: Partial Transfer	01/04/2017	47.00	47.00		O/Scope
	Reduced Fee Activities: Transfer	01/04/2014	0.00	0.00		O/Scope
4	<b>Temporary transfer for mobiles</b>					
	First transfer	01/04/2017	53.00	53.00		O/Scope
	Repeat following enforcement or warning	01/04/2017	53.00	53.00		O/Scope
5	<b>Annual Subsistence Charge</b>					
	Standard Process - LOW	01/04/2017	772.00	(+103)*		O/Scope
	Standard Process - MEDIUM	01/04/2017	1,161.00	(+156)*		O/Scope
	Standard Process - HIGH	01/04/2017	1,747.00	(+207)*		O/Scope
	* The additional amount in brackets must be charged where a permit is for a combined Part B and waste installation					
			LOW	MED	HIGH	
	PVRI, SWOBs and Dry Cleaners	01/04/2017	79.00	158.00	237.00	O/Scope
	PVR I & II combined	01/04/2017	113.00	226.00	341.00	O/Scope
	Vehicle refinishers and other Reduced Fees	01/04/2017	228.00	365.00	548.00	O/Scope
	Mobile Plant for the first and second permits	01/04/2017	646.00	1,034.00	1,506.00	O/Scope
	for the third to seventh permits	01/04/2017	385.00	617.00	924.00	O/Scope
	for the eighth and subsequent permits	01/04/2017	198.00	316.00	473.00	O/Scope
	Late Payment Fee (8 weeks from date of invoice)	01/04/2017	52.00	52.00	52.00	O/Scope
	* Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above annual subsistence amounts					

#### **NOTES**

The above fees are those currently imposed by DEFRA, a full copy of which can be viewed on their website

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

	Detail	Effective Date	2022/23 £	2022/23 £	2022/23 £	2022/23 £	VAT
6	<b>LAPPC mobile plant charges (not using simplified permit)</b> number of permits		Application fee	LOW	MED	HIGH	
	1	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	2	01/04/2017	1,650.00	646.00	1,034.00	1,506.00	O/Scope
	3	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	4	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	5	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	6	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	7	01/04/2017	985.00	385.00	617.00	924.00	O/Scope
	8 and over	01/04/2017	498.00	198.00	316.00	473.00	O/Scope
7	<b>LA-IPPC (Local Authority Element)</b>						
	Application additional fee for operating without a permit	01/04/2017	3,363.00	3,363.00			O/Scope
	Annual subsistence LOW	01/04/2017	1,188.00	1,188.00			O/Scope
	Annual subsistence MEDIUM	01/04/2017	1,446.00	1,446.00			O/Scope
	Annual subsistence HIGH	01/04/2017	1,610.00	1,610.00			O/Scope
	Late Payment Fee	01/04/2017	52.00	52.00			O/Scope
	Variation	01/04/2017	1,368.00	1,368.00			O/Scope
	Substantial variation	01/04/2017	3,363.00	3,363.00			O/Scope
	Transfer	01/04/2017	235.00	235.00			O/Scope
	Partial transfer	01/04/2017	698.00	698.00			O/Scope
	Surrender	01/04/2017	698.00	698.00			O/Scope
	*Additional fee for payment of subsistence fees for LAPPC and LAIPPC by quarterly instalments	01/04/2017	38.00	38.00			O/Scope
	** where 9(2)(a) or (b) applies under the Local Authority Permits for Part A(2) Installations and small waste incineration plan(Fees and Charges) (England) (Scheme) 2017						

#### NOTES

The above fees are detailed in the Local Authority Permits for Part A(2) Installations and small waste incineration plan (Fees & Charges) (England) (Scheme) 2017 in the currently imposed by DEFRA, a fully copy of which can be viewed on their website [www.defra.gov.uk](http://www.defra.gov.uk)

- \* Subsistence charges can be paid in four equal quarterly instalments paid on 1 April, 1 July, 1 October and 1 January. Where paid quarterly the amount payable to the authority will increase by £38

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>LICENCES</b>					
1	Hackney Carriage and Private Hire *				
	Driver's licence - 3 Year - Standard Licence Period	01/04/2022	267.35	275.35	O/Scope
	Driver's licence - annual (aged 65yrs or above and/or medical condition	01/04/2022	105.45	108.60	O/Scope
	Change to dual licence (mid year)	01/04/2022	41.05	42.30	O/Scope
	Replacement drivers badge	01/04/2022	24.50	25.25	O/Scope
	Replacement vehicle plate	01/04/2022	54.06	56.64	Included
	Replacement licence certificate	01/04/2022	19.05	19.60	O/Scope
	Replacement vehicle bracket	01/04/2022	15.12	15.60	Included
	Replacement internal vehicle plate	01/04/2022	25.25	26.00	O/Scope
	Transfer of vehicle ownership	01/04/2022	32.90	33.90	O/Scope
	Local Knowledge Test (initial and retest)	01/04/2022	N/A	65.00	O/Scope
	English Language Skills Test (initial and retest)	01/04/2022	N/A	35.00	O/Scope
	Private Hire Operator Licence - 5 Year	01/04/2022	162.45	167.30	O/Scope
	Change of registration number ie cherished number plates	01/04/2022	82.05	84.50	O/Scope
	Enhanced DBS disclosure fee	01/04/2020	40.00	40.00	O/Scope
<u>Annual vehicle licence</u>					
2	Private Hire	01/04/2022	229.60	236.50	O/Scope
	Hackney Carriage	01/04/2022	250.40	257.90	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Private Hire	01/04/2022	183.70	189.20	O/Scope
	20% reduction for LPG/Hybrid/Wheelchair vehicles: Hackney	01/04/2022	200.30	206.30	O/Scope
	50% reduction for electric/zero emissions vehicles: Private Hire	01/04/2022	114.80	118.25	O/Scope
	50% reduction for electric/zero emissions vehicles: Hackney	01/04/2022	125.20	128.95	O/Scope
	Exemption from displaying Private Hire plate	01/04/2022	86.90	89.50	O/Scope
	Exemption from displaying Private Hire plate (renewal fee)	01/04/2022	53.30	54.90	O/Scope
<u>Credit for unexpired days due to change of vehicle</u>					
3	Private Hire	01/04/2022	0.65	0.70	O/Scope
	Hackney Carriage	01/04/2022	0.70	0.75	O/Scope
Activites involving Animals - Additional vets fees may apply to these licences					
<u>Animal Licences</u>					
5	Pre application/Re-inspections (where applicable)	01/04/2022	198.20	204.15	O/Scope
	Dog Boarding - Part A	01/04/2022	212.55	218.95	O/Scope
	Dog Boarding - Part B	01/04/2022	121.40	125.05	O/Scope
	Cat Boarding - Part A	01/04/2022	212.55	218.95	O/Scope
	Cat Boarding - Part B	01/04/2022	121.40	125.05	O/Scope
	Dual Dog and Cat Boarding - Part A	01/04/2022	256.55	264.25	O/Scope
	Dual Dog and Cat Boarding - Part B	01/04/2022	143.80	148.10	O/Scope
	Dog Day Care - Part A	01/04/2022	212.55	218.95	O/Scope
	Dog Day Care - Part B	01/04/2022	121.40	125.05	O/Scope
	Home Boarding - Part A	01/04/2022	143.80	148.10	O/Scope
	Home Boarding - Part B	01/04/2022	99.05	102.00	O/Scope
	Arrangers/Franchisers	01/04/2022	99.05	102.00	O/Scope
	Dog Breeding Establishments Part A	01/04/2022	246.10	253.50	O/Scope
	Dog Breeding Establishments Part B	01/04/2022	188.55	194.20	O/Scope
	Sale of Animals as Pets- (Pet shops) Part A	01/04/2022	212.55	218.95	O/Scope
	Sale of selling Animals as Pets - (Pet shops) Part B	01/04/2022	121.40	125.05	O/Scope
	Hiring of Horses (Riding Establishments) Part A	01/04/2022	246.10	253.50	O/Scope
	Hiring of Horses (Riding Establishments) Part B	01/04/2022	188.55	194.20	O/Scope
	Dangerous Wild Animals Part A	01/04/2022	201.40	207.45	O/Scope
	Dangerous Wild Animals Part B	01/04/2022	42.65	43.95	O/Scope
	Transfer of licence	01/04/2022	108.55	111.80	O/Scope
	Animals for exhibition (3 year Licence) Part A	01/04/2022	143.80	148.10	O/Scope
	Animals for exhibition (3 year Licence) Part B	01/04/2022	99.05	102.00	O/Scope
	Variation (with inspection)	01/04/2022	198.35	204.30	O/Scope
	Variation (no inspection)	01/04/2022	54.30	55.95	O/Scope
<u>Zoo Licences</u>					
6	New Application (4 year) Part A	01/04/2022	440.95	454.20	O/Scope
	New Application (4 year) Part B	01/04/2022	198.10	204.05	O/Scope
	Renewal (6 year) Part A	01/04/2022	373.85	385.05	O/Scope
	Renewal (6 year) Part B	01/04/2022	377.10	388.40	O/Scope
	Transfer of Licence	01/04/2022	108.55	111.80	O/Scope
<u>Sex Establishments</u>					
7	New Application/Renewal/Transfer/Variation- Part A	01/04/2022	1,644.00	1,693.30	O/Scope
	New Application/Renewal/Transfer/Variation - Part B	01/04/2022	133.75	137.75	O/Scope
<u>Street Trading</u>					
8	Stamford Pedestrian Precinct Per Day	01/04/2022	24.80	25.55	O/Scope
	Other Locations per day from	01/04/2022	20.00	20.60	O/Scope
	Other Locations- 4hrs or less per day	01/04/2022	10.80	11.10	O/Scope
	Private land per day	01/04/2022	10.80	11.10	O/Scope
	Mobile Trader Consent (12 months)**	01/04/2022	N/A	279.00	O/Scope
* subject to approval of Street Trading Policy					
NB	Relevant fees as per the Provision of Services Regulations 2009 are now broken down into Part A and Part B. Part A is payable upon application, Part B is payable upon grant of license				

\* Charges shown are subject to consultation upon approval of Council setting the fee structure shown

\*\* Subject to approval of Street Trading Policy

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>ALCOHOL LICENSING</b>					
1	<b>Licensed Premises</b>				
<b>Grant of Premises Licence or Club Premises Certificate</b>					
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
2	<b>Variation of Premises Licence or Club Premises Certificate</b>				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	450.00	450.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	635.00	635.00	O/Scope
	Minor Variation	30/06/2009	89.00	89.00	O/Scope
3	<b>Annual Fee for Premises Licence or Club Premises Certificate</b>				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	320.00	320.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	350.00	350.00	O/Scope
4	<b>Grant of Premises Licence where alcohol is primary use</b>				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	100.00	100.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	190.00	190.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	315.00	315.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	900.00	900.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,905.00	1,905.00	O/Scope
5	<b>Annual Fee for Premises Licence where alcohol is primary use</b>				
	Band A (Rateable Value £0 - £4,300)	24/11/2005	70.00	70.00	O/Scope
	Band B (Rateable Value £4,301 - £33,000)	24/11/2005	180.00	180.00	O/Scope
	Band C (Rateable Value £33,001 - £87,000)	24/11/2005	295.00	295.00	O/Scope
	Band D (Rateable Value £87,001 - £125,000)	24/11/2005	640.00	640.00	O/Scope
	Band E (Rateable Value £125,001+)	24/11/2005	1,050.00	1,050.00	O/Scope
Fees set by government					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>ALCOHOL LICENSING</b>				
6	<b>Grant of Premises Licence or Club Premises Certificate</b>				
	<b>Number of Persons</b>				
	5,000 to 9,999	24/11/2005	1,000.00	1,000.00	O/Scope
	10,000 to 14,999	24/11/2005	2,000.00	2,000.00	O/Scope
	15,000 to 19,999	24/11/2005	4,000.00	4,000.00	O/Scope
	20,000 to 29,999	24/11/2005	8,000.00	8,000.00	O/Scope
	30,000 to 39,999	24/11/2005	16,000.00	16,000.00	O/Scope
	40,000 to 49,999	24/11/2005	24,000.00	24,000.00	O/Scope
	50,000 to 59,999	24/11/2005	32,000.00	32,000.00	O/Scope
	60,000 to 69,999	24/11/2005	40,000.00	40,000.00	O/Scope
	70,000 to 79,999	24/11/2005	48,000.00	48,000.00	O/Scope
	80,000 to 89,999	24/11/2005	56,000.00	56,000.00	O/Scope
	90,000 and over	24/11/2005	64,000.00	64,000.00	O/Scope
7	<b>Annual Fee - Number of Persons</b>				
	5,000 to 9,999	24/11/2005	500.00	500.00	O/Scope
	10,000 to 14,999	24/11/2005	1,000.00	1,000.00	O/Scope
	15,000 to 19,999	24/11/2005	2,000.00	2,000.00	O/Scope
	20,000 to 29,999	24/11/2005	4,000.00	4,000.00	O/Scope
	30,000 to 39,999	24/11/2005	8,000.00	8,000.00	O/Scope
	40,000 to 49,999	24/11/2005	12,000.00	12,000.00	O/Scope
	50,000 to 59,999	24/11/2005	16,000.00	16,000.00	O/Scope
	60,000 to 69,999	24/11/2005	20,000.00	20,000.00	O/Scope
	70,000 to 79,999	24/11/2005	24,000.00	24,000.00	O/Scope
	80,000 to 89,999	24/11/2005	28,000.00	28,000.00	O/Scope
	90,000 and over	24/11/2005	32,000.00	32,000.00	O/Scope

Fees set by government

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>ALCOHOL LICENSING</b>				
8	<b>Other Charges - Licensing Act 2003</b>				
	Personal Licence (Grant/ renewal)	24/11/2005	37.00	37.00	O/Scope
	Theft, loss etc of a personal licence	24/11/2005	10.50	10.50	O/Scope
	Duty to notify change of name or address	24/11/2005	10.50	10.50	O/Scope
	Temporary Event Notice	24/11/2005	21.00	21.00	O/Scope
	Theft, loss etc of a Temporary Event Notice	24/11/2005	10.50	10.50	O/Scope
	Theft, loss etc of a premises licence or summary	24/11/2005	10.50	10.50	O/Scope
	Application for a provisional statement where premises being built etc	24/11/2005	315.00	315.00	O/Scope
	Notification of change of name or address	24/11/2005	10.50	10.50	O/Scope
	Application to vary licence to specify individual as DPS	24/11/2005	23.00	23.00	O/Scope
	Transfer of premises licence	24/11/2005	23.00	23.00	O/Scope
	Interim authority notice following death etc of licence holder	24/11/2005	23.00	23.00	O/Scope
	Theft, loss etc of certificate of summary	24/11/2005	10.50	10.50	O/Scope
	Notification of change of name or alteration of rules of club	24/11/2005	10.50	10.50	O/Scope
	Change of relevant registered address of club	24/11/2005	10.50	10.50	O/Scope
	Right of freeholder etc to be notified of licensing matters	24/11/2005	21.00	21.00	O/Scope
	Disapplication of premise supervisor for community	01/04/2020	23.00	23.00	O/Scope
Fees set by government					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>GAMBLING LICENSING</b>					
1	<u>Bingo Premises Licence</u>				
	Application for Provisional Statement	01/04/2020	763.95	763.95	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	609.50	609.50	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	806.15	806.15	O/Scope
	Annual Fee	01/04/2020	537.85	537.85	O/Scope
	Variation of Licence	01/04/2020	734.75	734.75	O/Scope
	Transfer Fee	01/04/2020	614.65	614.65	O/Scope
	Application for Reinstatement of Licence	01/04/2020	614.65	614.65	O/Scope
2	<u>Adult Gaming Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2020	703.30	703.30	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	450.15	450.15	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	734.75	734.75	O/Scope
	Annual Fee	01/04/2020	472.90	472.90	O/Scope
	Variation of Licence	01/04/2020	680.65	680.65	O/Scope
	Transfer Fee	01/04/2020	549.70	549.70	O/Scope
	Application for Reinstatement of Licence	01/04/2020	549.70	549.70	O/Scope
3	<u>Family Entertainment Centre Premises Licence</u>				
	Application for Provisional Statement	01/04/2020	703.30	703.30	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	450.15	450.15	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	734.75	734.75	O/Scope
	Annual Fee	01/04/2020	472.90	472.90	O/Scope
	Variation of Licence	01/04/2020	680.65	680.65	O/Scope
	Transfer Fee	01/04/2020	549.70	549.70	O/Scope
	Application for Reinstatement of Licence	01/04/2020	549.70	549.70	O/Scope
4	<u>Betting Premises Licence (other e.g. Betting shops)</u>				
	Application for Provisional Statement	01/04/2020	703.30	703.30	O/Scope
	Non Conversion Fee, Provisional Statement Premises	01/04/2020	450.15	450.15	O/Scope
	Non Conversion Fee, Other Premises	01/04/2020	734.75	734.75	O/Scope
	Annual Fee	01/04/2020	472.90	472.90	O/Scope
	Variation of Licence	01/04/2020	680.65	680.65	O/Scope
	Transfer Fee	01/04/2020	549.70	549.70	O/Scope
	Application for Reinstatement of Licence	01/04/2020	549.70	549.70	O/Scope
5	<u>Ancillary Fees</u>				
	Change of Circumstances	01/04/2019	50.00	50.00	O/Scope
	Fee for copy of licence	01/04/2019	25.00	25.00	O/Scope
6	<u>Temporary Use Notices</u>				
	Fee for giving a Temporary Use Notice	01/04/2020	50.00	50.00	O/Scope
	Replacement of an endorsed copy of a Temporary Use Notice	01/04/2020	25.00	25.00	O/Scope

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>GAMBLING LICENSING</b>				
6	<u>Unlicensed Family Entertainment Centres (10 year duration)</u>				
	Gaming Machine Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
	Prize Gaming Permit (no annual fee)	31/01/2007	300.00	300.00	O/Scope
	Renewal	31/01/2007	300.00	300.00	O/Scope
	Change of name	31/01/2007	25.00	25.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
7	<u>Club Gaming Permit &amp; Club Machine Permit (10 years duration)</u>				
	New	31/01/2007	200.00	200.00	O/Scope
	Renewal	31/01/2007	200.00	200.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Copy of Permit	31/01/2007	15.00	15.00	O/Scope
8	<u>Licensed Premises Gaming Machine Permits</u>				
	One off notification fee of 2 or less gaming machines	31/01/2007	50.00	50.00	O/Scope
	New (3 or more machines plus annual fee below)	31/01/2007	150.00	150.00	O/Scope
	Transfer	31/01/2007	25.00	25.00	O/Scope
	Variation	31/01/2007	100.00	100.00	O/Scope
	Change of name on a Gaming Permit (more than 2 machines)	31/01/2007	25.00	25.00	O/Scope
	Copy of Gaming Machine Permit (more than 2 machines)	31/01/2007	15.00	15.00	O/Scope
	Annual Fee	31/01/2007	50.00	50.00	O/Scope
9	<u>Small Society Lotteries</u>				
	Registration	01/09/2007	40.00	40.00	O/Scope
	Renewal	01/09/2007	20.00	20.00	O/Scope
Fees set by government					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>NEIGHBOURHOODS</b>					
1	Fixed Penalty Notice - Community Protection Notice	01/04/2018	100.00	100.00	O/Scope
2	Fixed Penalty Notice - Public Space Protection Order	01/04/2018	100.00	100.00	O/Scope
3	Fixed Penalty Notice - Domestic Waste Offence	01/04/2017	80.00	80.00	O/Scope
4	Fixed Penalty Notice - Commercial Waste Offence	01/04/2017	110.00	110.00	O/Scope
5	Fixed Penalty Notice - Waste Transfer Offence	01/04/2017	300.00	300.00	O/Scope
6	Fixed Penalty Notice - Littering	01/04/2021	150.00	150.00	O/Scope
7	Fixed Penalty Notice - Fly Tipping	01/04/2018	400.00	400.00	O/Scope
8	Fixed Penalty Notice - Fly Posting/Graffiti*	01/04/2018	100.00	100.00	O/Scope
9	Fixed Penalty Notice - Abandoning a Vehicle	01/04/2017	200.00	200.00	O/Scope
10	Fixed Penalty Notice - Nuisance Parking	01/04/2017	100.00	100.00	O/Scope
11	Fixed Penalty Notice - Householder waste duty of care*	01/04/2020	200.00	200.00	O/Scope
12	REQUESTS FOR RELEASE OF CCTV IMAGES Legal Representative/Insurance Company	01/04/2020	75.00	75.00	O/Scope
13	Neighbourhood charges	01/04/2019	Hourly rate	Hourly Rate	O/Scope
NB. The above fees are set at the maximum full penalty with the exception of those marked * which are set at the default penalty as determined in the Environmental Offences (Fixed Penalties) (England) Regulations					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>NEIGHBOURHOODS</b>				
	<b>REMOVAL OF VEHICLES</b>				
14	<u>Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	150.00	150.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	350.00	350.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	350.00	350.00	O/Scope
15	<u>Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	250.00	250.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	650.00	650.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	2,000.00	2,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
16	<u>Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	200.00	200.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	400.00	400.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	1,000.00	1,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	1,500.00	1,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	2,000.00	2,000.00	O/Scope
17	<u>Vehicle, excluding a two wheeled vehicle, off road, but either not upright or substantially damaged or both</u>				
	Vehicle equal to or less than 3.5 tonnes MAM	01/04/2020	300.00	300.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes	01/04/2020	850.00	850.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Unladen	01/04/2020	3,000.00	3,000.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM - Laden	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Unladen	01/04/2020	4,500.00	4,500.00	O/Scope
	Vehicle exceeding 18 tonnes MAM - Laden	01/04/2020	6,000.00	6,000.00	O/Scope
18	<b>STORAGE OF VEHICLES PER 24 HOURS OR PART OF</b>				
	Two wheeled vehicle	01/04/2020	10.00	10.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	20.00	20.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	25.00	25.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	30.00	30.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	35.00	35.00	O/Scope
19	<b>DISPOSAL OF VEHICLES</b>				
	Two wheeled vehicle	01/04/2020	50.00	50.00	O/Scope
	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	01/04/2020	75.00	75.00	O/Scope
	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	01/04/2020	100.00	100.00	O/Scope
	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	01/04/2020	125.00	125.00	O/Scope
	Vehicle exceeding 18 tonnes MAM	01/04/2020	150.00	150.00	O/Scope

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>OUTDOOR RECREATION</b>				
1	<u>Pitches - Football/Rugby</u> Senior pitch letting (2 hrs), marking out and changing accommodation included Full rate Concessions	01/04/2022	51.00	52.50	Included
2	<u>Junior pitch (ages 11-16) letting (2 hrs) and marking out</u> Full rate	01/04/2022	22.55	23.20	Included
3	<u>Mini pitch letting (ages 8-11) (1 hr) and marking out</u> Full rate	01/04/2022	13.60	14.00	Included
4	<u>Tennis Court</u> Hard Courts		Free	Free	Included
5	<u>Cricket</u> Per Match	01/04/2022	47.60	49.00	Included
6	<u>Wyndham Park Visitor Centre</u> Room hire per hour* *Guide price - please call the Visitor Centre for a specific hire quotation	01/04/2022	15.50	16.00	Included

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
1	<b>GRANTHAM CEMETERY</b> <b>TRADITIONAL BURIAL GROUND</b> <u>Exclusive Right of Burial</u> (Not exceeding 50 years) Standard grave space - Parishioners	01/04/2022	576.00	590.00	Exempt
2	<u>Interment</u> Person aged 16 years or over - single depth Person aged 16 years or over - double depth Child below 16 years Each additional coffin space	01/04/2022 01/04/2022 01/04/2022 01/04/2022	588.00 659.00 256.00 206.00	610.00 680.00 260.00 210.00	Exempt Exempt Exempt Exempt
3	<u>Licence for the Erection of Memorials</u> Headstone (not exceeding 3 feet in height) Headstone (each additional 6 inches) Metal faced tablet Additional inscription Kerbed memorial	01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022	142.00 142.00 98.00 55.00 153.00	150.00 150.00 100.00 60.00 160.00	Exempt Exempt Exempt Exempt Exempt
4	<u>Mausoleum</u> Single vault mausoleum plot	01/04/2022	740.00	760.00	Exempt
5	<u>Re-Open Graves</u> Interment Fee - single depth Interment Fee - double depth Interment ashed into grave	01/04/2022 01/04/2022 01/04/2022	502.00 659.00 171.00	520.00 680.00 180.00	Exempt Exempt Exempt
6	<u>Woodland Burial Ground</u> All inclusive charge covering standard grave space, single depth interment, tree and plaque - Parishioners	01/04/2022	1,321.00	1,360.00	Exempt
	Please note there is a 50% additional charge for Non Parishioners (i.e. outside of Grantham boundary) on items 1- Exclusive Right of Burial, 4- Re-open Graves and 6- Woodland Burial Ground				

		Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>GRANTHAM CEMETERY MUSLIM INTERMENTS</b>						
1	Monday - Friday	1 April until 30 September 8:00 - 17:00 1 October until 31 March 8:30 - 15:30	Interments Infants under 2 yrs	01/04/2022 01/04/2022	901.99 448.31	930.00 460.00 Exempt
2	Monday - Friday	1 April until 30 September 17:00 onwards 1 October until 31 March 15:30 onwards	Interments Infants under 2 yrs	01/04/2022 01/04/2022	1,127.48 560.40	1,160.00 580.00 Exempt
3	Saturday	8:00 - 17:00	Interments Infants under 2 yrs	01/04/2022 01/04/2022	1,127.48 560.40	1,160.00 580.00 Exempt
4	Sundays	8:00 - 17:00	Interments Infants under 2 yrs	01/04/2022 01/04/2022	1,352.97 740.00	1,390.00 760.00 Exempt
5	Bank Holidays	8:00 - 17:00	Interments Infants under 2 yrs	01/04/2022 01/04/2022	1,803.97 896.65	1,860.00 920.00 Exempt

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>LOCAL LAND CHARGE FEES</b>					
1	Registration of a Charge on Part II of Register including Water Industry S30, LCC S106, Highways Act S38	01/04/2022	86.00	97.70	O/Scope
2	Filing a Definitive Certificate of Lands Tribunal	01/04/2022	4.00	4.55	O/Scope
3	Filing adjustment etc. for variation - cancellation of entry in Part II of Register	01/04/2022	9.00	10.20	O/Scope
4	Inspection of documents filed under Rule 10	01/04/2022	4.00	4.55	O/Scope
5	Official search of the Local Land Charges register (including issue of certificate)	01/04/2019	15.00	15.00	O/Scope
6	Con 29 Part I enquiries*	01/04/2022	135.00	153.60	Included
	- one parcel of land, including the revised Con 29 questions	01/04/2022	19.50	22.50	Included
	Part II enquiries				
	- each optional enquiry, excluding question 22	01/04/2022	16.80	19.20	Included
	- question 22	01/04/2022	21.90	24.90	Included
	- solicitor/client's own enquiry	01/04/2022	21.90	24.90	Included
7	Commercial*	01/04/2020	Variable	Variable	Included
	- Please contact for a quotation on landcharges@southkesteven.gov.uk				
8	Additional charge for expedited official search and Con29 - (3 Day Turnaround)	01/04/2022	35.00	39.75	O/Scope
9	<b>CON 29R UNREFINED DATA CHARGES*</b>				
	Building Regulations Q1.1 (F to H)	01/04/2022	6.00	6.90	Included
	Roads Q2.1	01/04/2022	6.00	6.90	Included
	PROWS Q2.2	01/04/2022	6.00	6.90	Included
	Land Requisitioned for Public Purposes Q3.1	01/04/2022	6.00	6.90	Included
	Roadworks Q3.2	01/04/2022	6.00	6.90	Included
	Drainage Q3.3	01/04/2022	6.00	6.90	Included
	Road Schemes Q3.4	01/04/2022	6.00	6.90	Included
	Nearby Railway Schemes Q3.5	01/04/2022	6.00	6.90	Included
	Traffic Schemes Q3.6	01/04/2022	6.00	6.90	Included
	Outstanding Notices Q3.7 (A-D & F)	01/04/2022	6.00	6.90	Included
	Notices Q3.7 E & G	01/04/2022	6.00	6.90	Included
	Contravention of Building Regulations Q3.8	01/04/2022	6.00	6.90	Included
	Notices, Orders, Directions and Proceedings under Planning Acts Q3.9 (A-N)	01/04/2022	6.00	6.90	Included
	Community Infrastructure Levy Q3.10	01/04/2022	6.00	6.90	Included
	Conservation Area Q3.11	01/04/2022	6.00	6.90	Included
	Compulsory Purchase Q3.12	01/04/2022	6.00	6.90	Included
	Contaminated Land Q3.13	01/04/2022	6.00	6.90	Included
	Radon Q3.14	01/04/2022	6.00	6.90	Included
	Assets of Community Value Q3.15	01/04/2022	6.00	6.90	Included

\*The charges quoted will incur a charge based on an hourly rate of £49.92 (incl VAT)

	<b>A. OUTLINE APPLICATIONS</b>		
£462 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£462 per 0.1 hectare	
£11,432 + £138 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,432 + £138 per 0.1 hectare	
<b>B. HOUSEHOLDER APPLICATIONS</b>			
Alterations/extensions to a <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£206	
<b>C. FULL APPLICATIONS</b> (and First Submissions of Reserved Matters; or Technical Details Consent)			
Alterations/extensions to <b>two or more dwellinghouses</b> , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407	
<b>New dwellinghouses</b> (up to and including 50)	New dwellinghouses (not more than 50)	£462 per dwellinghouse	
<b>New dwellinghouses</b> (for <i>more</i> than 50) £22,859 + £138 per additional dwellinghouse in excess of 50 up to a maximum fee of £300,000	New dwellinghouses (more than 50)	£22,859 + £138 per additional dwellinghouse	
<b>Erection of buildings</b> (not dwellinghouses, agricultural, glasshouses, plant nor machinery):			
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234	
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£462	
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof	
Gross floor space to be created by the development	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000	
<b>The erection of buildings</b> (on land used for agriculture for agricultural purposes)			
Gross floor space to be created by the development	Not more than 465 sq m	£96	
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£462	
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess	
Gross floor space to be created by the development	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up	
<b>Erection of glasshouses</b> (on land used for the purposes of agriculture)			
Gross floor space to be created by the development	Not more than 465 sq m	£96	
Gross floor space to be created by the development	More than 465 sq m	£2,580	
* The fees above are set by Government			

<b>Erection/alterations/replacement of plant and machinery</b>		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000
<b>D. APPLICATIONS OTHER THAN BUILDING WORKS</b>		
<b>Car parks, service roads or other accesses</b>	For existing uses	£234
<b>Waste</b> (Use of land for disposal of refuse or waste materials or deposit of material remaining after		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000
<b>Operations connected with exploratory drilling for oil or natural gas</b>		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000
<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
<b>Other operations (winning and working of minerals) excluding oil and natural gas</b>		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000
<b>Other operations (not coming within any of the above categories)</b>		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028
<b>E. LAWFUL DEVELOPMENT CERTIFICATE</b>		
Existing use or operation	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation	£234	
Proposed use or operation	Half the normal planning fee.	
* The fees above are set by Government		

<b>F. PRIOR APPROVAL</b>	
Agricultural and Forestry buildings & operations or demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Proposed Change of Use to State Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£96
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£96
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£96
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£206
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£96
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£206
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£96
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£96
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£206
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£96
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96

\* The fees above are set by Government

<b>G. RESERVED MATTERS</b>		
Application for approval of reserved matters following outline approval grant of planning permission		Full fee due or if full fee already paid then £462 due
<b>H. APPROVAL/VARIATION/DISCHARGE OF CONDITION</b>		
Application for removal or variation of a condition following grant of planning permission		£234
Request for confirmation that one or more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request
<b>I. CHANGE OF USE</b> of a building to use as one or more separate dwellinghouses, or other		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each
Number of dwellinghouses	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000
Other Changes of Use of a building or land		£462
<b>J. ADVERTISING</b>		
Relating to the business on the premises		£132
Advance signs which are not situated on or visible from the site, directing the public to a business		£132
Other advertisements		£462
<b>K. APPLICATION FOR NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION</b>		
Applications in respect of householder developments		£34
Applications in respect of other developments		£234
<b>L. APPLICATION FOR PERMISSION IN PRINCIPLE</b> (valid from 1 June 2018)		
Site area		£402 for each 0.1 hectare (or part thereof)
* The fees above are set by Government		

<b>M. CONCESSIONS</b>
<b>Exemptions from payment</b>
For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area
Works to Trees covered by a Tree Preservation Order or in a Conservation Area
Hedgerow Removal
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:
* For a withdrawn application: Within 12 months of the date when the application was received
* For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
* For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension
<b>Reductions to payments</b>
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
The fee should go to the authority that contains the larger part of the application site.
<b>This is only a summary of scales of fees, listing only the most common types of application.</b>
<i>* The fees above are set by Government</i>

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>PLANNING CHARGES</b>				
1	<u>Charges in connection with land/property transactions</u> Detailed queries on consents involving search for relevant information*	01/04/2022	36.00	37.00	Included
	Check involving site inspection**	01/04/2022	29.00	30.00	Included
2	Self Build Register - Joining fee	01/04/2022	30.00	31.00	Included

\*stated charge plus relevant copying charges

\*\*stated charge plus mileage plus officer hourly rates

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>PRE-PLANNING CHARGES</b>					
1	<u>Householders</u> Charge for any pre-planning advice undertaken	01/04/2022	76.00	80.00	Included
2	<u>Non-residential changes of use including siting of caravans for sites</u> Under 1 ha or buildings under 1,000 sqm (gross) of 1 ha or above or buildings under 1,000 sqm (gross)	01/04/2022 01/04/2022	252.00 504.00	260.00 520.00	Included
3	<u>Development of dwellings</u> 1-9 dwellings including changes of use to residential, for 1st dwelling for each additional dwelling 10-49 dwellings including changes of use to residential, for the 10th dwelling (includes Design PAD) meeting for each additional dwelling 50 plus dwellings, including changes of use to residential (includes Design PAD meeting) Residential development where number of dwellings unknown - per 0.1 hectare (includes Design PAD meeting)	01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022	334.00 167.00 1766.00 89.00 6336.00	345.00 175.00 1820.00 95.00 6530.00	Included
4	<u>Non-residential development</u> Where no floor space is created Up to 499 sqm floor area or 0.5 ha site area between 500 and 999 sqm floor area, or between 0.51 ha and 1.0 ha between 1,000 and 4,999 sqm floor area or between 1.1 ha and 2.0 ha (includes Design PAD meeting) between 5,000 sqm or more or 2.1 ha or more* (includes Design PAD meeting) *minimum fee for specified service and hourly rate thereafter	01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022	126.00 252.00 416.00 881.00 1766.00	130.00 260.00 430.00 910.00 1820.00	Included
5	<u>Others</u> Variation or removal of condition Advertising Development that would involve relevant demolition works Non-householder works or alterations to a listed building Hazardous substances Changes of use not falling within any of the above categories Additional Design PAD Review (meetings and response) Planning Performance Agreement - please contact us for a quotation on planning@southkesteven.gov.uk Fees will be based on the officer hourly rates published	01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2022 01/04/2020	126.00 126.00 85.00 85.00 167.00 243.00 1320.00 Variable	130.00 130.00 90.00 90.00 175.00 250.00 1360.00 Variable	Included Included Included Included Included Included Included Included

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>STREET NAMING &amp; NUMBERING</b>					
1	Individual house re-name or re-number	01/04/2022	41.00	45.00	Exempt
2	Development re-number due to change of layout involving plot numbering or plot positions	01/04/2022	41.00	45.00	Exempt
3	Additional of a house name, where property has an official number	01/04/2022	41.00	45.00	Exempt
4	Removal of a house name from address, where property has an official number	01/04/2022	41.00	45.00	Exempt
5	Renaming/renumbering of street at residents request plus per property	01/04/2022 01/04/2022	246.00 41.00	270.00 45.00	Exempt
6	Confirmation of historic change of address to solicitors, occupiers or owner	01/04/2022	41.00	45.00	Exempt
7	Numbering of Properties - new developments Plots 1-10 (per plot) Plots 11+ (per plot)	01/04/2022 01/04/2022	N/A N/A	35.00 25.00	Exempt
8	Naming of new streets First street additional streets (per street)	01/04/2022 01/04/2022	N/A N/A	105.00 35.00	Exempt
<b>Officer Rates</b>					
In addition to the charges set out there will be an hourly rate charge depending on the grade of the allocated officer, these will be calculated at the time of the request for works					

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
	<b>Officer Hourly Rates</b>				
1	Assistant Director	01/04/2022	N/A	220.00	Included
	Principal Planning Officer	01/04/2022	N/A	145.00	Included
	Senior Planning Officer	01/04/2022	N/A	130.00	Included
	Planning/Asst Planning Officer	01/04/2022	N/A	120.00	Included
	Urban Design	01/04/2022	N/A	130.00	Included
	Conservation Officer	01/04/2022	N/A	130.00	Included
	Other specialist advice from other areas of the Council	01/04/2022	N/A	130.00	Included
	Project Management/Administration	01/04/2022	N/A	120.00	Included

	Detail	Effective Date	2021/22 £	2022/23 £	VAT
<b>HOUSING REVENUE ACCOUNT DISCRETIONARY CHARGES</b>					
1	<u>Community Rooms</u>				
	Residents weekly charge	01/04/2022	6.90	7.10	O/Scope
	Voluntary agencies & organisations usage				
	- up to 3 hours	01/04/2022	22.80	23.50	Exempt
	- more than 3 hours/all day	01/04/2022	34.45	35.50	Exempt
	Charitable organisations usage				
	- up to 3 hours	01/04/2022	5.80	6.00	Exempt
	- more than 3 hours/all day	01/04/2022	11.10	11.40	Exempt
2	<u>Communal Facilities</u>				
	Residents weekly charge	01/04/2022	7.95	8.20	O/Scope
3	<u>Guest Rooms</u>				
	Double Room - per night *	01/04/2022	22.80	23.50	Included
	Single Room - per night *	01/04/2022	16.92	17.40	Included
	Folding bed - per night *	01/04/2022	5.70	5.90	Included
	* 50% discount for persons over 60.				

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## 2022/23 - 2024/25 General Fund Capital Programme and Financing Statement

	Description	Proposed Funding Source	2021/22 Budget Carry Forward £000	2022/23 Proposed Budget £000	2023/24 Indicative Budget £000	2024/25 Indicative Budget £000
	<b>Commercial &amp; Operations</b>					
1	Trade Waste Bins	Local Priorities Reserve	0	24	24	0
2	Street Scene Vehicle Procurement	Local Priorities Reserve	0	259	518	730
3	Welham St Car Park - Maintenance Works	Local Priorities Reserve	0	525	0	0
4	Decarbonisation Scheme	Local Priorities Reserve	0	261	0	0
5	CCTV Camera Replacement	Local Priorities Reserve/S106	23	346	0	0
6	Wheelie Bin Replacements	General Fund Capital Reserve/Capital Receipts Reserve	0	100	100	100
7	Vehicle Replacement Programme	Capital Receipts Reserve/Local Priorities Reserve	0	905	670	750
8	Pool Vehicles	Capital Receipts Reserve	0	0	0	116
9	Disabled Facilities Grant	Grant	0	860	860	860
10	Cycle Shelter and Changing Rooms	Local Priorities Reserve	40	0	0	0
			<b>63</b>	<b>3,280</b>	<b>2,172</b>	<b>2,556</b>
	<b>Growth &amp; Culture</b>					
11	Deepings Leisure Centre - All Weather Pitch	Local Priorities Reserve/Grants	700	0	0	0
12	Deepings Leisure Centre	Borrowing	0	10,663	0	0
13	Heritage Action Zone - Grantham	Local Priorities Reserve/Grants	138	240	107	0
14	Future High Street Fund	Grant	0	823	4,665	0
15	Shop Front Scheme	Revenue Contribution to Capital/Grant	125	0	0	0
16	St Martins Park Stamford	Regeneration Reserve	0	1,303	0	0
			<b>963</b>	<b>13,029</b>	<b>4,772</b>	<b>0</b>
	<b>Housing &amp; Property</b>					
17	Stamford Arts Centre Renovations	Capital Receipts Reserve	0	50	0	0
18	Stamford Arts Centre - Roof	Capital Receipts Reserve	0	400	0	0
19	Stamford Arts Centre Toilets	Local Priorities Reserve	175	0	0	0
20	Guildhall Arts Centre Renovations	Local Priorities Reserve	50	0	0	0
21	Land adjacent to Cattle Market Stamford	Local Priorities Reserve	45	0	0	0
22	Empingham Road Outdoor Gym	S106	0	55	0	0
23	Empingham S106 Grants	S106	0	253	0	0
			<b>270</b>	<b>758</b>	<b>0</b>	<b>0</b>
<b>24</b>	<b>Total General Fund Capital Programme</b>		<b>1,296</b>	<b>17,067</b>	<b>6,944</b>	<b>2,556</b>
	<b>General Fund Financed By:</b>					
25	Borrowing		0	10,663	0	0
26	Capital Grants and Contributions:		743	2,140	5,589	860
27	Capital Reserves		0	100	0	0
28	Revenue Reserves:		553	2,809	585	1,480
29	Useable Capital Receipts		0	1,355	770	216
<b>30</b>	<b>Total General Fund Capital Programme Financing</b>		<b>1,296</b>	<b>17,067</b>	<b>6,944</b>	<b>2,556</b>

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Appendix C

2022/23 - 2024/25 HRA Capital Programme and Financing Statement

Ref	Description	Funding Source	2021/22 Budget Carry Forwards £000	2022/23 Proposed Budget £000	2023/24 Indicative Budget £000	2024/25 Indicative Budget £000
1	<b>Energy Efficiency Initiatives</b> Central Heating, Ventilation and boiler replacements	Major Repairs Reserve	0	3,885	4,240	3,100
2	<b>ICT</b> CCTV	S106	0	3,885	4,240	3,100
3	Housing System Enhancements	HRA Improvement Reserve	30	0	0	0
4	<b>Purchase of Vehicles</b> Repairs Vehicles	Major Repairs Reserve	640	500	0	0
5	<b>New Build Programme</b> Housing Development Investment	Capital Receipts Reserve	670	500	0	0
6	<b>Refurbishment and Improvement</b> Alarms	Major Repairs Reserve	128	50	280	304
7	Communal Rooms	Major Repairs Reserve	128	50	280	304
8	Doors & Windows	Major Repairs Reserve	0	1,600	1,600	1,600
9	Door Entry System	Major Repairs Reserve	0	200	200	200
10	Exterior Refurbishment	Major Repairs Reserve	160	340	340	340
11	Kitchen & Bathroom Refurbishments	Major Repairs Reserve	320	340	340	340
12	Lifts	Major Repairs Reserve	370	1,300	1,300	1,300
13	Re-roofing	Major Repairs Reserve	325	250	120	0
14	Re-wiring	Major Repairs Reserve	0	1,200	1,200	1,200
15	Compliance works	Major Repairs Reserve	0	340	340	340
16	Fire Prevention	Major Repairs Reserve	0	70	0	0
17	<b>Total HRA Capital Programme</b>		1,375	5,925	5,295	5,050
18	<b>HRA FINANCED BY:</b> HRA Capital Receipts Reserve		2,173	14,180	12,815	11,264
19	HRA Improvement Reserve		0	3,300	3,000	2,810
20	Major Repairs Reserve		640	500	0	0
21	S106 Contributions		1,503	9,860	9,815	8,454
22	<b>Total HRA Capital Programme Financing</b>		30	520	0	0
22			2,173	14,180	12,815	11,264

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Appendix D

2022/23 - 2024/25 General Fund Reserves Statement

		Balance at 31 March 2021	Forecast Movement	Forecast Balance at 31 March 2022	Forecast Movement	Forecast Balance at 31 March 2023	Forecast Movement	Forecast Balance at 31 March 2024	Forecast Movement	Forecast Balance at 31 March 2025
	<b>Discretionary Reserves</b>									
1	Climate Change	40	(40)	0	0	0	0	0	0	0
2	Commercial	500	(250)	250	(250)	0	0	0	0	0
3	Training and Development	15	0	15	0	15	0	15	0	15
4	Street Scene	222	(29)	193	27	220	0	220	0	220
5	ICT investment	376	(192)	184	(96)	88	0	88	0	88
6	Economic Development & Growth	32	(32)	0	0	0	0	0	0	0
7	Local Priorities Reserve	6,641	(1,041)	5,600	(1,992)	3,608	(304)	3,304	(1,080)	2,224
8	Invest to Save	1,016	(649)	367	500	867	0	867	0	867
9	Housing Delivery	1,468	0	1,468	0	1,468	0	1,468	0	1,468
10	Property Maintenance	357	(248)	109	494	603	0	603	0	603
11	Regeneration	1,293	(214)	1,079	(470)	609	(95)	514	(180)	334
12	Food Waste	50	(50)	0	0	0	0	0	0	0
		<b>12,010</b>	<b>(2,745)</b>	<b>9,265</b>	<b>(1,787)</b>	<b>7,478</b>	<b>(399)</b>	<b>7,079</b>	<b>(1,260)</b>	<b>5,819</b>
	<b>Governance Reserves</b>									
13	Insurance Reserve	272	(50)	222	0	222	0	222	0	222
14	Pensions Reserve - Former Employees	341	(34)	307	(33)	274	(33)	241	(33)	208
15	Budget Stabilisation	3,408	1,123	4,531	(1,581)	2,950	0	2,950	0	2,950
16	Covid Recovery	1,286	0	1,286	0	1,286	0	1,286	0	1,286
17	Section 31 Grant Reserve	8,328	(8,328)	0	0	0	0	0	0	0
18	Rev Grants Carried Forwards	94	0	94	0	94	0	94	0	94
19	Building Control	58	2	60	(26)	34	(19)	15	(15)	0
20	Football 3G Pitch	100	25	125	25	150	25	175	25	200
21	Special Expense Area Reserve	276	7	283	98	381	100	481	105	586
		<b>14,163</b>	<b>(7,255)</b>	<b>6,908</b>	<b>(1,517)</b>	<b>5,391</b>	<b>73</b>	<b>5,464</b>	<b>82</b>	<b>5,546</b>
22	<b>Total General Revenue Reserves</b>	<b>26,173</b>	<b>(10,000)</b>	<b>16,173</b>	<b>(3,304)</b>	<b>12,869</b>	<b>(326)</b>	<b>12,543</b>	<b>(1,178)</b>	<b>11,365</b>
23	Government Grants Received	735	(128)	607	(26)	581	(26)	555	0	555
24	Working Balance	2,011	(25)	1,986	(63)	1,923	0	1,923	0	1,923
25	<b>Total Revenue Reserves</b>	<b>28,919</b>	<b>(10,153)</b>	<b>18,766</b>	<b>(3,393)</b>	<b>15,373</b>	<b>(352)</b>	<b>15,021</b>	<b>(1,178)</b>	<b>13,843</b>
26	<b>Capital Reserve</b>									
27	LAMS Reserve	18	0	18	0	18	(18)	0	0	0
28	General Fund Capital Reserve	297	(122)	175	(100)	75	0	75	0	75
29	Useable Capital Receipts Reserve	2,196	604	2,800	(1,355)	1,445	(770)	675	(216)	459
30	<b>Total Capital Reserves</b>	<b>2,511</b>	<b>482</b>	<b>2,993</b>	<b>(1,455)</b>	<b>1,538</b>	<b>(788)</b>	<b>750</b>	<b>(216)</b>	<b>534</b>
31	<b>Total General Fund Reserves</b>	<b>31,430</b>	<b>(9,671)</b>	<b>21,759</b>	<b>(4,848)</b>	<b>16,911</b>	<b>(1,140)</b>	<b>15,771</b>	<b>(1,394)</b>	<b>14,377</b>

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		Balance as at 31 March 2021 £000	Forecast Movement £000	Forecast Balance as at 31 March 2022 £000	Forecast Movement £000	Forecast Balance as at 31 March 2023 £000	Forecast Movement £000	Forecast Balance as at 31 March 2024 £000	Forecast Movement £000	Forecast Balance as at 31 March 2025 £000
	<b>Revenue Reserves</b>									
1	HRA Improvement Reserve	2,006	(50)	1,956	(1,140)	816	0	816	0	816
2	Property Development Reserve	13,522	0	13,522	0	13,522	0	13,522	0	13,522
3	Residents Involvement	30	0	30	0	30	0	30	0	30
4	Working Balance	3,771	(568)	3,203	297	3,500	(527)	2,973	(383)	2,590
5	<b>Total HRA Revenue Reserves</b>	<b>19,329</b>	<b>(618)</b>	<b>18,711</b>	<b>(843)</b>	<b>17,868</b>	<b>(527)</b>	<b>17,341</b>	<b>(383)</b>	<b>16,958</b>
	<b>HRA Capital Reserve</b>									
6	HRA Capital Receipts Reserve	8,056	(202)	7,854	155	8,009	457	8,466	690	9,156
7	Major Repairs Reserve	17,900	(599)	17,301	(4,938)	12,363	(2,623)	9,740	(1,047)	8,693
8	<b>Total HRA Capital Reserves</b>	<b>25,956</b>	<b>(801)</b>	<b>25,155</b>	<b>(4,783)</b>	<b>20,372</b>	<b>(2,166)</b>	<b>18,206</b>	<b>(357)</b>	<b>17,849</b>
9	<b>Total HRA Reserves</b>	<b>45,285</b>	<b>(1,419)</b>	<b>43,866</b>	<b>(5,626)</b>	<b>38,240</b>	<b>(2,693)</b>	<b>35,547</b>	<b>(740)</b>	<b>34,807</b>

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Finance Risk Register

Risk	Likelihood	Impact	Mitigating Action
Changes to Government funding formula methodology and Business Rate reset/changes	High	High	Proactively participate in consultation with Government Receive provisional information and share with members supported by financial modelling
Continuation of low interest rates	Low	Medium	Market advice and forecasting. Mitigation by diversification of investments across varied financial institutions in line with Investment Strategy
Capital programmes requiring borrowing in the medium term	High	High	Continue to undertake financial modelling to identify consequences of undertaking borrowing and align this with savings and transformation programmes to ensure financial sustainability
Lack of clarity for funding levels beyond 22/23 spending review	High	Medium	Prudent budget set to provide best estimate. Transitional arrangements have been applied in similar previous changes to funding arrangements and it is widely expected that similar arrangements will be introduced.
Fluctuation in business rates	High	High	This continues to be an area of high volatility as national reliefs are introduced resulting in reducing the amount to be collected, the re-issuing of bills and changes to the recovery process. The economic impact of the pandemic is yet to be fully determined which may have an adverse impact on the business rate base. Monthly reviews are in place to assess any adverse impact on the collectible amount
Additional bad debts as a result of economic circumstances	Medium	Medium	The Council has pro-active debt management and pre-pay fee policies.

Increased maintenance costs of ageing physical assets	Medium	Medium	The budget proposals for 2022/23 propose a significant increase in the maintenance budgets for both leisure centres (£150k pa) and one-off back log of £400k
Inflation rises by more than budgeted projections	Medium	Medium	Budget assumptions kept up to date with most recent projections.
Fee Income volatility	Medium	High	Early monitoring of deviations and regular reporting to both budget holders and members
Ongoing and continued COVID-19 Response	Medium	Medium	Regular financial monitoring, use of reserves if required, promoting growth plans and supporting the community
Inadequate capital resources to finance future desired plans	Medium	High	Asset disposal programme approved and pipeline of asset disposal in progress in order to generate capital receipts
Forecast expenditure fluctuations over the coming months	Low	Medium	Engagement in consultation and policy creation

**Appendix E**

**Risk Analysis of 2022/23 Budget**

<b><u>Issue</u></b>	<b><u>Budget 2022/23</u></b>	<b><u>Risk factor</u></b>	<b><u>Risk % (Likelihood)</u></b>	<b><u>Risk Value 2022/23</u></b>
	<b>£</b>			<b>£</b>
Salary Budget	61,000	If national pay award exceeds budgeted increase (1%) by an additional 0.5%	15%	9,150
Salary vacancy rate	441,000	vacancy rate not achieved due to low turnover across services	40%	176,400
Reduction in Council Tax Band D Increase	38,000	0.5% reduction in Council Tax Increase (assumed increase 2.96%)	10%	3,800
Increase in Leisure Management Fee	250,000	Management fee exceeds budgeted amount due to adverse trading conditions	20%	50,000
Car Parking Income	1,346,000	Increase in car parking charges for Grantham and Stamford could have a negative impact on usage.	10%	134,600
Green Waste Income	1,506,000	Increase in Green Waste charge could have a detrimental impact on customer demand	5%	75,300
Utility costs	587,000	Fluctuations in energy market leading to an increase in costs of utilities in excess of the budgeted increase	10%	58,700
Fuel Costs	619,000	Fluctuations in oil market leading to an increase in cost of fuel	10%	61,900
Interest Rate on investments	101,000	Risk of investment returns not increasing if there is no increase to base rate	20%	20,200
	<b>4,949,000</b>	<b>Total</b>		<b>590,050</b>
		General Fund working balance level		1,986,000
		Worst case - 50% of above occurring in the same year		295,025
				<b>295,025</b>
		Cover Ratio		<b>6.73</b>

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# SOUTH KESTEVEN DISTRICT COUNCIL

## Equality Impact (Initial Analysis)

## Budget Proposals 2022/23

<b>Service Area:</b> Finance	<b>Lead officer:</b> Richard Wyles <b>Assessors:</b> Alison Hall-Wright <b>Neutral Assessor:</b> Carol Drury	<b>Date of Meeting:</b> 22 December 2021
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**1. Name and description of policy/service/function/strategy**

**General Fund Budget and Council Tax Setting 2022/23**

The budget proposals for 2022/23 contains a number of considerations that will result in potential changes to service delivery in specific areas. The impact of these potential changes will be considered as part of the decision making at the appropriate time.

The aim of the budget setting process is to establish the Council Tax base for the residents of South Kesteven for 2022/23. The Budget proposals are to financially support delivery of the Council's stated priorities and to enable the authority to deliver on specific service policies. The budget provides a financial framework for Council Tax setting purposes for the financial year 2022/23 taking into account the council's overall financial position and service delivery requirements.

The Council is currently considering options for annual Council Tax increases per a Band D property in 2022/23. These options are detailed below:

- 0% Council Tax Increase
- £5 Council Tax Increase

Depending on the option chosen, the level of increase will vary dependent on the property type; the council tax increase in properties in bands A to C will be less than a Band D property while the increase in Bands E to H will be greater.

**HRA Rent Setting 2022/23**

HRA Rent Setting is set in line with Government Guidance. The Government directive will see a majority of dwelling rents increasing by 1%+CPI which equates to an average increase of £3.28 per week. However this excludes the following rents in relation to garages, service charges and shared ownership where it is proposed to increase the charges by a flat 3%.

Is this a new or existing policy? Annual

**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.**

**General Fund Budget and Council Tax Setting 2021/22**

<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. If you consider this policy etc is not relevant to a specific characteristic please explain why</b>
<b>Age</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of age is not a determinant in the introduction of the budgetary proposals for 2022/23. The local council tax support scheme will help mitigate the impact of increases to council tax.
<b>Disability</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of disability is not a determinant in the introduction of the budgetary proposals for 2022/23
<b>Race</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of race is not a determinant in the introduction of the budgetary proposals for 2022/23
<b>Gender Reassignment</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of gender reassignment is not a determinant in the introduction of the budgetary proposals for 2022/23
<b>Religion or Belief</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of religion or belief is not a determinant in the introduction of the budgetary proposals for 2022/23
<b>Sex</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of sex is not a determinant in the introduction of the budgetary proposals for 2022/23
<b>Sexual Orientation</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of sexual orientation is not a determinant in the introduction of the budgetary proposals for 2022/23
<b>Pregnancy and Maternity</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of pregnancy or maternity is not a determinant in the introduction of the budgetary proposals for 2022/23

<b>Marriage and Civil Partnership</b>	Council Tax Freeze will have no impact.  Council Tax Increases will have a negative impact.	The protected characteristic of marriage and civil partnership is not a determinant in the introduction of the budgetary proposals for 2022/23
<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)	Low income	There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme
<b>General comments</b>	<p>The local council tax support scheme will help mitigate the impact of increases to council tax. Council tax payers who fall within one of the groups identified under the scheme who are entitled to 100% support will have the full increase mitigated. The full impact of the increase will not be mitigated for customers who are not eligible for 100% support under South Kesteven's scheme. (The local council tax support scheme was itself the subject of a EIA and the issues arising from that have previously been considered).</p> <p>There will also be a negative impact on people who have low incomes that do not qualify under the local council tax support scheme</p>	

### HRA Rent Setting 2022/23

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 etc is not relevant to a specific characteristic please explain why
<b>Age</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Disability</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.

<b>Race</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Gender Reassignment</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Religion or Belief</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Sex</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Sexual Orientation</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Pregnancy and Maternity</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Marriage and Civil Partnership</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Any rent increase has an impact on the individual however the requirement to review charges is not determined by protected characteristic.
<b>Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</b>	Where there are increases in rent and other charges there is a potential for a negative impact.	Inevitably social housing is generally occupied by people who receive lower levels of income who will therefore be impacted by any level of rent increase unless their rent is fully covered by the level of housing benefit received.  To help mitigate this potential impact advice and support is available through the housing

<sup>\*(IMD = Indices of multiple deprivation)</sup>

		services and other agencies to assist tenants sustain their tenancies.
<b>General comments</b>	The Council is following Government guidance. The actual rent is calculated on a property by property basis so it is not possible to provide a specific comment as each impact will vary on an individual basis. There is a potential for a negative impact for a number of tenants who will be affected by the increases. The Council will respond to any adverse impact by promotion of Discretionary Housing Payments and other benefit support.	

**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)**

**General Fund Budget and Council Tax Setting 2022/23**

Consultation is currently being undertaken on the proposals to increase Council Tax with the local community using local media and website promotion.

The Local Council Tax Support Scheme mitigates the impact on those residents considered to be most vulnerable. As the payments for Council Tax support is demand-led the Local Scheme the Council has adopted does not limit the number of awards if residents are eligible for benefit.

**HRA Rent Setting 2022/23**

We follow Government Guidance when setting rent levels.

In circumstances where there is a negative impact there is a range of financial support available.

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

None identified

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 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 checked="" 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 checked="" 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.**

**General Fund Budget and Council Tax Setting 2022/23**

The Council Tax proposals for 22/23 are recommended in the context of maintaining quality services to our residents. The additional council tax income received will enable the council to achieve a balanced budget without any service reductions that could adversely effect our

residents. Should any resident suffer financial difficulties as a result of the proposal then there is a range of financial support packages that the Council will provide.

**HRA Rent Setting 2022/23**

There is a legal requirement to maintain a financially sustainable housing revenue account. A key element of achieving this is to follow national rent setting guidance which will ensure that income levels are maintained sufficiently to meet the expenditure demands of the service. Should any tenant suffer financial difficulties as a result of the proposal then there is a range of financial support packages that the Council will provide.

***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):** Richard Wyles  
(Name and title) Assistant Director Finance and S151 Officer

**Date completed:** 22 December 2021

**Signed (Neutral Assessor):** Carol Drury  
(Name and title) Community Engagement & Policy Development Officer

**Date signed off:** 22 December 2021

## **2022-23 Treasury Management Strategy Statement**

### **1. Introduction**

**1.1** CIPFA published revised Treasury Management and Prudential Codes on 20 December 2021 but have stated that formal adoption is not required until the 2023-24 financial year. The Council will need to have regard to these Codes of practice when it prepares the 2023-24 Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

**1.2** The revised Codes will have the following implications:

- a requirement for the Council to adopt a new debt liability benchmark treasury indicator to support the financing risk management of the capital financing requirement;
- clarify what CIPFA expects a local authority to borrow for and what they do not view as appropriate. This will include the requirement to set a proportionate approach to commercial and service capital investment;
- address ESG issues within the Capital Strategy;
- require implementation of a policy to review commercial property, with a view to divest where appropriate;
- create new Investment Practices to manage risks associated with non-treasury investment (similar to the current Treasury Management Practices);
- ensure that any long term treasury investment is supported by a business model;
- a requirement to effectively manage liquidity and longer term cash flow requirements;
- amendment to TMP1 to address ESG policy within the treasury management risk framework;
- amendment to the knowledge and skills register for individuals involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each council;
- a new requirement to clarify reporting requirements for service and commercial investment, (especially where supported by borrowing/leverage).

## Background

- 1.3 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
- 1.4 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 1.5 CIPFA defines treasury management as:

*"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*

## Reporting Requirements

- 1.6 The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of polices, estimates and actuals.
  - **Prudential and treasury indicators and treasury strategy (this report)**
    - The first, and most important report covers:
      - the capital plans (including prudential indicators);
      - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
      - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
      - an investment strategy (the parameters on how investments are to be managed).
  - **A mid year treasury management report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.
  - **An annual treasury report** – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

**1.7 Governance and Audit Committee** – As part of the Committee's terms of reference the above reports are presented to them for consideration and scrutiny during the year. The Committee also has authority to approve any in year amendments to the Treasury Management Strategy as requested by officers.

**1.8** The CIPFA 2017 Prudential and Treasury Management Codes requires all local authorities to prepare a capital strategy report which will provide the following:

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

**1.9** The aim of the Capital Strategy report is to ensure that all elected members on the full council fully understand the overall strategy, governance procedures and risk appetite.

**1.10** The Capital Strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the Capital Strategy. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset. The Capital Strategy for the period 2020/21 – 2022/23 was approved by Council on 2 March 2020 and will be reviewed as part of the budget setting preparations for 2023/24.

#### Treasury Management Strategy for 2022-23

**1.11** The strategy for 2022-23 covers two main areas:

##### Capital issues

- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) policy.

##### Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

**1.12** These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, Department for Levelling Up, Housing and

Communities (DLUHC) MRP Guidance, the CIPFA Treasury Management Code and DLUHC Investment Guidance.

### Training

**1.13** The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Training was provided to members of Governance and Audit by the Council's treasury advisors on 29 September 2021 and further training is implemented as required. The training needs of treasury management officers are periodically reviewed.

### Treasury management consultants

**1.14** The Council uses Link Group, Treasury Solutions as its external treasury management advisors.

**1.15** The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

**1.16** It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

## **2 The Capital Prudential Indicators 2022-23 to 2024-25**

### Introduction

**2.1** The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### Capital Expenditure

**2.2** This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Capital Expenditure	2021/22 Provisional Outturn £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
Non-HRA	5.821	18.363	6.944	2.556
HRA	10.106	16.353	12.815	11.264
<b>Total</b>	<b>15.927</b>	<b>34.716</b>	<b>19.759</b>	<b>13.820</b>

**2.3** The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Financing of capital expenditure	2021/22 Provisional Outturn £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
Capital receipts reserve	2.856	4.655	3.770	3.026
Grants and Contributions	0.933	3.433	5.589	0.860
Reserves	9.075	15.965	10.400	9.934
Net financing need for the year	3.063	10.663	0	0

The Council's Borrowing Need (the Capital Financing Requirement)

**2.4** The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

**2.5** The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each asset life, and so charges the economic consumption of capital assets as they are used.

**2.6** The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has no such schemes within the CFR.

**2.7** The Council is asked to approve the CFR projections below:

	2021/22 Revised £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
<b>Capital Financing Requirement</b>				
Closing CFR – Non Housing	14.392	24.764	24.478	23.760
Closing CFR - Housing	93.182	89.960	86.738	83.516
<b>Total CFR</b>	<b>107.574</b>	<b>114.724</b>	<b>111.216</b>	<b>107.276</b>
Opening CFR	107.869	107.574	114.724	111.216
Movement in CFR	(0.295)	7.150	(3.508)	(3.940)

	2021/22 Revised £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
<b>Movement in CFR represented by</b>				
Net financing need for the year	3.063	10.663	0	0
Repayment of HRA Borrowing	(3.222)	(3.222)	(3.222)	(3.222)
Less MRP/VRP and other financing movements	(0.136)	(0.291)	(0.286)	(0.718)
Movement in CFR	(0.295)	7.150	(3.508)	(3.940)

#### Core Funds and Expected Investment Balances

**2.8** The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year end balances for each resource and anticipated day to day cash flow balances.

Year End Resources	2021/22 Revised £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
General Fund balances	16.780	13.450	13.098	11.920
Capital reserves – General Fund	2.993	1.538	0.750	0.534
Capital reserves – HRA	7.854	8.009	8.466	9.156
HRA reserve	15.508	14.368	14.368	14.368
Major Repairs Reserve	17.301	12.363	9.740	8.693
<b>Total Core Funds</b>	<b>60.436</b>	<b>49.728</b>	<b>46.422</b>	<b>44.671</b>
Working Capital - GF*	1.986	1.923	1.923	1.923
Working Capital - HRA*	3.203	3.500	2.973	2.590
<b>Expected Investments</b>	<b>65.625</b>	<b>55.151</b>	<b>51.318</b>	<b>49.184</b>

Working capital balances shown are estimated year end; these may be higher mid-year.

### 3 Borrowing

- 3.1 An underpinning principle of the local authority financial system is that all capital expenditure has to be financed either from capital receipts, capital grants (or other contributions) or eventually from revenue income. The broad aim of prudent provision is to require local authorities to put aside revenue over time to cover their Capital Financing requirements. In doing so, local authorities should align the period over which they charge MRP to one that is commensurate with the period over which their capital expenditure provides benefits.
- 3.2 All future capital acquisitions that are financed through prudential borrowing will be required to demonstrate affordability but the extent that MRP is accounted for will be determined on a case-by-case basis and be in accordance with the four options set out in the statutory guidance. It is expected that the calculation method adopted will be the asset life method which allows the MRP provision to be based on the estimated useful life of the asset.
- 3.3 During the year it is anticipated that there will be a requirement to undertake borrowing to fund capital expenditure and this will impact on the prudential indicators that are presented in the current version of the Treasury Management Strategy. This will require approval to amend the relevant prudential indicators and these will be presented as part of the business case for the relevant proposal. It is proposed that changes to the Treasury Management Strategy during the year are considered and approved by Cabinet and Governance & Audit Committee as necessary.

#### Debt and Investment Projections

- 3.4 The capital expenditure plans set out in Section 1 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional Codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

#### Current Portfolio Position

- 3.5 The Council's forecast treasury portfolio position at 31 March 2022, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (CFR), highlighting any over or under borrowing.

	2021/22 Revised £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
<b>External Debt</b>				
Existing Debt at 1 April	92.656	92.497	99.938	96.716
Expected change in debt	3.063	10.663	0.000	0
HRA Settlement	(3.222)	(3.222)	(3.222)	(3.222)
<b>Debt at 31 March</b>	<b>92.497</b>	<b>99.938</b>	<b>96.716</b>	<b>93.494</b>
<b>Closing CFR</b>	107.574	114.724	111.216	107.276
<b>Under / (over) borrowing</b>	15.077	14.786	14.500	13.782

**3.6** Within the above figures there is no debt to commercial activities / non-financial investment.

**3.7** Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2022/23 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes

**3.8** The Section 151 Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report

#### Treasury Indicators: Limits to Borrowing Activity

**3.9** The operational boundary and authorised limit have been increased to reflect the borrowing requirements to facilitate the delivery of the leisure and strategic land acquisition projects. Any capital schemes that have borrowing implications will be fully evaluated to identify the overall impact on the prudential indicators.

#### **3.10 The Operational Boundary.**

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational Boundary	2021/22 Revised £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
General Fund	15.000	25.000	35.000	35.000
HRA	100.000	100.000	100.000	100.000
Other long-term liabilities	0.000	0.000	0.000	0.000
<b>Total</b>	<b>115.000</b>	<b>125.000</b>	<b>135.000</b>	<b>135.000</b>

**3.11** The operational boundary will be reviewed on an individual project basis as required.

**3.12 The Authorised Limit for External Debt**

This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

**3.13** This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although no control has yet been exercised.

**3.14** The Council is asked to approve the following authorised limit:

Authorised limit	2021/22 Revised £m	2022/23 Estimated £m	2023/24 Estimated £m	2024/25 Estimated £m
General Fund	33.000	43.000	53.000	53.000
HRA	115.000	115.000	115.000	115.000
Other long-term liabilities	0.000	0.000	0.000	0.000
<b>Total</b>	<b>148.000</b>	<b>158.000</b>	<b>168.000</b>	<b>168.000</b>

Prospects for Interest Rates

**3.15** The Council utilises the services of pointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives the current Link central view:

Annual Average %	Bank Rate	PWLB Borrowing Rates (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec 2021	0.25	1.50	2.10	1.90
Mar 2022	0.25	1.50	2.20	2.00
Jun 2022	0.50	1.60	2.30	2.10
Sep 2022	0.50	1.60	2.40	2.20
Dec 2022	0.50	1.70	2.40	2.20
Mar 2023	0.75	1.70	2.40	2.20
Jun 2023	0.75	1.70	2.50	2.30
Sep 2023	0.75	1.80	2.50	2.30
Dec 2023	0.75	1.80	2.60	2.40
Mar 2024	1.00	1.80	2.60	2.40
Jun 2024	1.00	1.90	2.60	2.40
Sep 2024	1.00	1.90	2.60	2.40
Dec 2024	1.00	2.00	2.70	2.50
Mar 2025	1.25	2.00	2.70	2.50

**3.16** The PWLB forecasts are based on the Certainty Rate (minus 20 bps) which has been accessible to most authorities since 1 November 2012.

**3.17** The Coronavirus outbreak has had a significant economic impact to the UK and economies around the world. The Bank of England took emergency action in March 2020 to reduce the Bank Rate to 0.10%, the rate has remained unchanged at its subsequent meetings. As shown in the table above, the forecast Bank Rate now includes five increases, the rate initially increased to 0.25% in December 2021 and is expected to increase to 1.25% by March 2025.

#### Borrowing Strategy 2022/23 – 2023/24

**3.18** The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

**3.19** When the Council is considering undertaking borrowing to fund the capital programme, projects or to fund future debt maturities a clear business case must be developed. The business case will need to take into consideration, the revenue consequences of the borrowing including interest payable, MRP and any future income to be generated from the project. Borrowing can then be undertaken where there is a clear business case and affordability is demonstrated.

**3.20** Against this background and the risks within the economic forecast, caution will be adopted with the 2022/23 treasury operations. The Section 151 and Deputy Section 151 Officers will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp FALL in borrowing rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then borrowing will be postponed.
- if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, perhaps arising from an acceleration in the rate of increase in central rates in the USA and UK, an increase in world economic activity, or a sudden increase in inflation risks, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

**3.21** The option of postponing borrowing and running down investment balances will also be considered. This would reduce counterparty risk and hedge against the expected fall in investments returns.

**3.22** Any borrowing decisions will be reported to the Governance and Audit Committee at the next available opportunity.

#### Policy on Borrowing in Advance of need

**3.23** The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

**3.24** The Section 151 or Deputy section 151 Officer may do this under delegated power where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or meet budgetary constraints. Whilst the Section 151 or Deputy section 151 Officer will adopt a cautious approach to any such borrowing, where there is a clear business case for doing so borrowing may be undertaken to fund the approved capital programme or to fund future debt maturities. It would not look to borrow more than 24 months in advance of need.

**3.25** Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

Debt Rescheduling

**3.26** Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a very large difference between premature redemption rates and new borrowing rates, even though the general margin of PWLB rates over gilt yields was reduced by 100 bps in November 2020.

**3.27** If rescheduling was done, it will be reported to the Governance and Audit Committee at the earliest meeting following its action.

New financial institutions as a source of borrowing and/or types of borrowing

**3.28** Currently the PWLB Certainty Rate is set at gilts + 80 basis points for both HRA and non-HRA borrowing. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities)
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of spot or forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years)
- Municipal Bonds Agency (possibly still a viable alternative depending on market circumstances prevailing at the time).

**3.29** Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

Approved Sources of Long and Short term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	•	•
Municipal bond agency	•	•
Local authorities	•	•
Banks	•	•
Pension funds	•	•
Insurance companies	•	•
Market (long-term)	•	•
Market (temporary)	•	•
Market (LOBOs)	•	•
Stock issues	•	•
Local temporary	•	•
Local Bonds	•	
Local authority bills	•	•
Overdraft		•

Negotiable Bonds	•	•
Internal (capital receipts & revenue balances)	•	•
Commercial Paper	•	
Medium Term Notes	•	
Finance leases	•	•

#### 4 Annual Investment Strategy

##### Investment Policy and Counterparty Selection Criteria

- 4.1 The Council's investment policy has regard to the DLUHC's Guidance on Local Government Investments ("the Guidance"), the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the CIPFA TM Code") and the CIPFA Treasury Management Guidance Notes 2018. The Council's investment priorities will be security first, portfolio liquidity second, then yield.
- 4.2 In accordance with the above guidance from the DLUHC and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.
- 4.3 Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.
- 4.4 Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- 4.5 Investment instruments identified for use in the financial year are listed in Appendix 3 under the 'specified' and 'non-specified' investment categories. Counterparty limits will be as set through the Council's treasury management practices-schedules.

##### Creditworthiness policy

- 4.6 This Council applies the creditworthiness service provided by Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

**4.7** This modelling approach combines credit ratings, credit Watches and credit Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years \*
- Dark pink 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
- Light pink 5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

Y	Pi1	Pi2	P	B	0	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

**4.8** The Link Group creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue importance to just one agency's ratings.

**4.9** Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalents) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

**4.10** All credit ratings are monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- if a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.

- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx European Financials benchmark and other market data on a weekly basis via its Passport website, provided exclusively to it by Link. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

**4.11** Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, as well as information on any external support for banks to help support its decision making process.

**4.12** The Treasury Management Officer will use the Link Credit Rating weekly listing as a tool for guidance, with the option to deviate from this guidance only when there are clear alternative options that are available to the Council. Any decision of this nature should be clearly documented for audit purposes.

#### Investment Strategy

**4.13 In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. While most cash balances are required in order to manage the councils cashflow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer term investments will be carefully assessed.

- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term or variable.
- Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

#### Investment returns expectations.

**4.14** Bank Rate is anticipated to increase to 0.50% in quarter 2 of 2022.

**4.15** The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows (the long-term forecast is for periods over 10 years in the future):

Average earnings in each year	Link Group	Budgeted*
2022/23	0.50%	0.50%
2023/24	0.75%	0.75%
2024/25	1.00%	1.00%
2025/26	1.25%	-
Long term later years	2.00%	

\*Budgeted rates are the same as Link's as although a quarterly dividend is received from the Property Fund it is recognised that there is a risk associated with the increase in bank rate which will impact on investment rates increasing.

**4.19 Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

**4.20** The Council is asked to approve the treasury indicator and limit: -

Maximum principal sums invested > 365 days			
	2021/22 £m	2022/23 £m	2023/24 £m
Principal sums invested > 365 days	15.000	15.000	15.000

**4.21** For its cash flow generated balances, the Council will seek to utilise its instant access and notice accounts, money market funds and short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

Investment Risk Benchmarking

**4.22** These benchmarks are simple guides to maximum risk, so may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the Mid-Year or Annual Report.

**Security** - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.013% historic risk of default when compared to the whole portfolio.

**Liquidity** – In respect of this area the Council seeks to maintain:

- Bank overdraft - £0.5m
- Liquid short-term deposits of at least £9m available with a week's notice.
- Weighted Average Life benchmark is not expected to exceed a maximum of 1 year.

**Yield** - Local measures of yield benchmarks are:

- Investments – Internal returns above the 7-day LIBID rate
- Investments – External fund managers - returns 110% above 7-day compounded LIBID.

**4.23** And in addition, that the security benchmark for each individual year is:

	1 year	2 years	3 years	4 years	5 years
Maximum	0.05%	0.14%	0.26%	0.38%	0.54%

Note: This benchmark is an average risk of default measure (potential loss on investments) and would not constitute an expectation of loss against a particular investment.

End of year Investment Report

**4.24** At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

## Appendix 1

### **THE MRP STATEMENT**

#### **Minimum revenue provision (MRP) policy statement**

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the Minimum Revenue Provision - MRP), although it is also allowed to undertake additional voluntary revenue payments (VRP) if required.

DLUHC Regulations have been issued which requires Council to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement.

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Existing practice** - MRP will follow the existing practice outlined in former DLUHC Regulations.

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

- Asset life method – MRP will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction) (option 3);

These options provide for a reduction in the borrowing need over approximately the asset's life.

There is no requirement on the HRA to make a minimum revenue provision but there is a requirement for a charge for depreciation to be made (although there are transitional arrangements in place).

This policy will be regularly reviewed against the DLUHC MRP guidance and will be amended if necessary.

## Appendix 2

### **CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2021/22 – 2022/23**

#### **Affordability Prudential Indicators**

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

#### **Ratio of financing costs to net revenue stream**

This indicator identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) against the net revenue stream.

	2021/22 Revised %	2022/23 Estimated %	2023/24 Estimated %	2024/25 Estimated %
Non-HRA	(0.72)	(0.70)	(0.65)	0.87
HRA	12.66	11.69	10.55	9.41

The estimates of financing costs include current commitments and the proposals in this budget report.

#### **HRA Ratios**

	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
HRA debt £m	92.656	89.434	86.212	82.990	79.768
Number of HRA dwellings	5,914	5,876	5,850	5,820	5,793
Debt per dwelling £	15,667	15,220	14,737	14,259	13,770

#### **Maturity Structure of Borrowing**

Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

<b>Maturity structure of fixed interest rate borrowing 2022/23</b>		
	Lower	Upper
Under 12 months	0%	20%
12 months to 2 years	0%	20%
2 years to 5 years	0%	50%
5 years to 10 years	0%	60%
10 years and above	0%	80%

<b>Maturity structure of variable interest rate borrowing 2022/23</b>		
	Lower	Upper
Under 12 months	0%	20%
12 months to 2 years	0%	20%
2 years to 5 years	0%	20%
5 years to 10 years	0%	20%
10 years and above	0%	20%

### Appendix 3

#### Treasury Management Practice (TMP) 1 – Credit and Counterparty Risk Management

The investment policy proposed for the Council is:

**Strategy Guidelines** – The main strategy guidelines are contained in the body of the treasury strategy statement.

**Specified Investments** – all such investments will be sterling denominated, with maturities up to maximum 1 year, meeting the ‘high’ quality criteria where applicable.

**Table A – Specified Investments**

	<b>Specified Investments Category</b>	<b>Limit</b>
a	<p><b>A body of high credit quality</b>, this category includes the following –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any bank or building society using Sector Creditworthiness service, following the suggested duration on the list up to a maximum of 365 days.</li> <li><input type="checkbox"/> Nationalised and Part nationalised banks can be included within specified investments as long as they remain part-nationalised</li> </ul>	<b>£15m per institution or a maximum of 30% of total investment</b> (whichever is the greatest), <b>£15m per corporate group</b>
b	<b>The UK Government</b> (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity)	no amount limit
c	<b>UK local authorities, Parish Council or Community Council</b>	<b>£5m per institution</b>
d	<p><b>Pooled investment vehicles</b> (such as money market funds) that have been awarded a high credit rating by a credit rating agency. This category covers pooled investment vehicles, such as money market funds, rated AAA by Standard and Poor’s, Moody’s or Fitch rating agencies.</p> <p>CLG Investment Guidance specifies that Money Market Funds with high credit ratings are classified as Specified Investment. These funds are instant access investment. There is possibility that part of the investment may be exposed to counterparties the Council would not approve normally or invest directly. The counterparty risk is mitigated by that –</p> <ul style="list-style-type: none"> <li>• The Fund Managers diversify investment in a range of counterparties;</li> </ul>	<b>£5m per fund</b>

	<ul style="list-style-type: none"> <li>• The Funds are instant access;</li> <li>• The Council only invests in funds rated AAA;</li> <li>• DLUHC Investment Guidance classifying such funds as Specified Investment.</li> </ul>	
e	<p><b>Enhanced Money Market Funds</b> These are similar to normal money market funds but operate on a variable rate basis. The selection criteria will be on the same basis as the pooled investment vehicles with only funds rated AAA by Standard and Poor's, Moody's or Fitch rating agencies being used.</p> <p>In addition to this only EMMF's with a credit score of 1.25 and above will be used.</p>	<b>£5m per fund</b>
f	<p><b>Ultra Short Dated Bond Funds</b> These are similar to normal money market funds but operate on a variable rate basis. The selection criteria will be on the same basis as the pooled investment vehicles with only funds with a credit score of 1.25 and rated AAA by Standard and Poor's, Moody's or Fitch rating agencies being used.</p>	<b>£5m per fund</b>
g	<b>Corporate Bond Funds</b>	<b>£5m per fund</b>

**Non-Specified Investments** – Are any other type of investment (i.e. not defined as Specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

Amounts invested with any one corporate group shall not exceed £5m (with the exception of Councils own bank).

Amounts invested in non-specified fixed term investments would normally not exceed 35% of the total Invested. The Section 151 or Deputy Section 151 has the discretion if required to exceed this, and the limits detailed below, should the rate of return on Investment be beneficial to the council. Any decision will be based on taking into account current and future market conditions as well as counterparty strength and rating. If these circumstances are required this will be reported back to the Governance and Audit Committee through the annual reporting cycle.

The table below is not an exhaustive list of all non-specified investments; further options are identified in the narrative section within the strategy.

**Table B – Non Specified Investments**

	<b>Non Specified Investment Category</b>	<b>Limit</b>

a.	<b>Any institutions meeting the criteria set out for Specified Investments</b> , with a maturity of greater than 1 year following the suggested duration on the list up to a maximum of 5 years.  (including forward deals in excess of one year from inception to repayment).	<b>£4m maximum of 3-years per institution</b>
b.	<b>Councils Bank</b> – Should it fail to meet the basic credit criteria, monies will be restricted to instant access and will be minimised as far as is possible.	<b>£7m</b>
c.	<b>Top 10 building societies, by asset value</b> – The operation of some building societies does not require a credit rating, although in every other respect the security would match similarly sized societies with ratings.  The Council may use such building societies that all placed within the top 10 by asset value.	<b>£2m maximum of 3-years per institution.</b>  <b>£10m for all top 10 building societies</b>
d.	<b>UK Local Authorities, Parish Council or Community Council</b>	<b>£5m per institution</b>
e.	<b>Property funds</b> The use of these instruments can be deemed capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.	<b>£5m</b>  <b>No maximum duration period.</b>

Note: This Authority will seek further advice on the appropriateness and associated risks with investments in these categories.

**Maximum limit per institution** – The maximum limit for both specified and non-specified investments is a total of £15m per corporate group with a higher limit of £18m at the discretion of the Section 151 Officer (or deputy) where an institution is considered to be of a higher credit quality.

**The monitoring of investment counterparties** – The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Group as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principle and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Section 151 Officer (or Deputy), and if required new counterparties which meet the criteria will be added to the list.

**Ethical Investment Statement** – The Council has approved the following ethical investment statement that will apply to all cash investments made by, or on behalf of the council

“The Council, in making investments through its treasury management function fully supports the ethos of socially responsible investments”.

**Local Authority Controlled Company – LACC.**

The Council has the ability to make loans to a Local Authority Controlled Company. The criteria for a loan being made with a LACC will be that there is a clear business plan that demonstrates the affordability of the investment for the LACC.

**Use of External Fund Managers** – The Council is not restricted to placing funds with cash managers, and will manage funds in house, use fund managers, or brokers if it is appropriate to do so.

The fund managers will use both specified and non-specified investment categories and are contractually committed to keep to the Council's investment strategy. Currently the Council has an agreement with King & Shaxson, Tradition UK, Imperial Treasury and Sterling International. The fund managers are required to adhere to the following:

- All investments restricted to sterling denominated instruments;
- Amounts invested with any one institution or Corporate Group should not exceed the limits specified in Table A and Table B.
- Portfolio management is measured against the return provided by the 3-month sterling LIBID, or in accordance with the measures specified in the contract.

The performance of investment managed by Fund Managers is reviewed at least quarterly by the Section 151 or Deputy Section 151 Officer.



## Cabinet

8 February 2022

**Report of:** Councillor Nick Robins, Cabinet Member

## Local Plan Review – Issues & Options Consultation Statement

A statement detailing the consultation responses received to the Local Plan Review Issues & Options Consultation which ran from October to November 2020.

### Report Author

Shaza Brannon, Principal Planning Policy Officer



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Corporate Priority:	Decision type:	Wards:
Growth	Non-Key	All Wards
Reviewed by:	Emma Whittaker, Assistant Director of Planning	21 January 2022
Approved by:	Nicola McCoy-Brown, Director of Growth and Culture	24 January 2022
Signed off by:	Nick Robins, Cabinet Member for Planning and Planning Policy	28 January 2022

### Recommendation to the decision makers

1. Approve the Issues & Options Consultation Statement (at Appendix A) is published onto the South Kesteven District Council website.

## 1 The Background to the Report

1.1 The Corporate Plan (2020-2023) has a vision to create the best district in which to live, work and visit. Priorities include having great places to go and shop at, visit, be entertained and to provide opportunities to help communities stay safe, healthy and active. It seeks to promote places for investment and improve the range and quality of local job opportunities. High quality housing is essential for all, and South Kesteven District Council is committed to working with partners to provide this.

1.2 The Council needs to set out strategic policies to address these local priorities for development. Local Plans are a key component of the planning system. They shape how land use and places will change and develop in the future. Planning applications need to be in line with Local Plans otherwise they are unlikely to receive planning permission.

1.3 The adopted Local Plan includes Policy M1: Review of the Local Plan. The policy states that the Council will commit to undertake an early review of the Local Plan with submission to the Secretary of State by the end of December 2023.

1.4 Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012 requires that various bodies and stakeholders be notified that the Council is preparing a plan and invites them to comment on what the plan ought to contain.

1.5 At the meeting of Tuesday 18 August 2020, Cabinet approved the publication of the Regulation 18 Issues & Options for public consultation. The Issues & Options consultation document sets out the scope of the Local Plan review and identifies policies which are intended for review. The Consultation Statement (**Appendix A**) details the consultation undertaken, and the comments received.

1.6 The Issues and Options was published for public consultation on Monday 12 October 2020, with a closing date for representations of Monday 23 November 2020. An Interim Sustainability Appraisal report was also consulted upon at this time.

1.7 Consultation took place with the public as well as a wide range of stakeholders including developers and landowners, statutory consultees, internal departments within the Council and Members. The Issues and Options consultation was not a statement of the Council's proposed planning policies, more a statement of intention as to what planning policies may need to be reviewed or updated. The consultation asked a series of questions to help the Council determine the scope and content of the Local Plan review.

1.8 To ensure that the Local Plan's vision and objectives are specific to South Kesteven, it is important that the Local Plan accords with the Council's Corporate Plan (2020-2023) and the Council's priorities therein. It is considered that the Local Plan can help to meet the following priorities:

- *Growth and our economy* – the adopted Local Plan provides policies and proposals to guide future growth and development up until 2036, giving greater certainty to developers, investors and communities. The emerging Local plan is seeking to extend the plan period to 2041, paving the way for growth to meet South Kesteven's identified needs over the next 20 years. The Local Plan will also identify key infrastructure requirements to meet planned growth.
- *Housing that meets the needs of all residents* – Local Authorities are required to meet identified housing needs of its communities, including Gypsy, Traveller and Travelling Showpeople. The emerging Local Plan will be underpinned by housing needs evidence

in the form of a Strategic Housing Market Assessment and the requirements of the National Planning Policy Framework, most notably the Standard Method for calculating housing need. A Gypsy, Traveller and Travelling Showpeople accommodation needs assessment will also be prepared to inform the emerging Local Plan.

- Healthy and strong communities – the emerging Local Plan must accord with the National Planning Policy Framework which states that planning policies and decisions should aim to achieve healthy, inclusive and safe places. The adopted Local Plan includes policies on open space, sustainable travel and green infrastructure which the emerging Local Plan is seeking to retain.
- *Clean and sustainable environment* – The emerging Local Plan will seek to protect and enhance the natural environment in accordance with the National Planning Policy Framework. This will include strengthening policies already contained within the adopted Local Plan, such as biodiversity net gain.

## **2 Consultation and Feedback Received, Including Overview and Scrutiny**

2.1 The Issues and Options was approved for consultation by Cabinet and was subject to a period of public consultation from Monday 12 October to Monday 23 November 2020. The following measures were undertaken to publicise the consultation.

- Direct contact with all stakeholders and local residents on the Planning Policy consultation database (over 1700 individuals and organisations) and;
- Local press releases, and formal notices published in local newspaper and;
- Publication on the Council's website, including consultation documents for inspection. Due to Covid-19, hardcopies were also available on request.

2.2 Arrangements were made for representations to be submitted electronically or posted using a response form which was available on the Council's website. Representations by email and letter were accepted. As a result of the consultation, over 1600 responses were received from 124 respondents.

2.3 The main summary document at Appendix A provides a fuller description of the responses received to each question raised in the consultation statement. The following headline a summary of the responses

- Good level of support to the vision being broadly the same but updated with the plan period and housing growth level
- Broad support to current objectives remaining the same
- Strong agreement for the proposed plan period up to 2041, some representations suggested the plan period should be extended or shortened.
- General agreement that the settlement hierarchy should be retained.
- The proposal of a new community on garden village principles did not receive much support
- Concerns were raised regarding updating evidence base and allocating land to meet identified and future need for Gypsy and Traveller and Travelling Showpeople accommodation
- General support to the proposal for housing need and requirement, but also comments to increase the Local Housing Need above national policy.
- Support of the current focus of growth towards Grantham, other market towns, and larger villages. However, some responses suggested providing opportunities for development in smaller settlements
- Strong support to proposals in relation to employment

- Comments and concerns focused around addressing climate change and impacts arising from the Covid-19 pandemic
- There was a mixed response regarding energy performance standards proposals
- No awareness, and clarification on the need for Caravan accommodation was sought
- The introduction of parking standards was generally supported

2.4 Consultees had an opportunity to raise any other comments. Some of the issues raised related to site allocations for development, renewable energy, climate change, design, environment, infrastructure, housing, town centres, and recycling.

2.5 In total, 16 responses regarding the Interim Sustainability Appraisal were made.

2.6 Overall, representations provided support to the proposals in the Issues and Options consultation document. The Issues and Options consultation proved to be successful in generating interest and gathering views to underpin the next steps of the review of the Local Plan. All comments are being considered in the development of the Local Plan.

2.7 A statement summarising all the representations received on the Issues and Options consultation document is at Appendix A to this report. The consultation statement also includes full comments and officer responses to the comments raised.

2.8 The review will now focus on the development of evidence to inform policy within the Local Plan.

### **3 Available Options Considered**

3.1 The Local Plan is used to guide decisions on matters ranging from the location of housing, schools, parks and open spaces to the design requirements of new buildings. Policies in the Local Plan are used when decisions on planning applications are made. It is important to provide the public with an opportunity to suggest any issues they feel should be addressed, comment on which options they think are the most appropriate or tell us about any other options they have thought of. Such an approach can only be achieved through consultation which is why the 'do noting' option was discounted.

### **4 Preferred Option**

4.1 To note the Issues & Options Consultation Statement (Appendix A).

### **5 Reasons for the Recommendation**

5.1 The production of a consultation statement is required at each stage of plan production by the Town and Country Planning (Local Planning) (England) Regulations 2012. The consultation statement serves to demonstrate how the Council has engaged with local communities and stakeholders and informs the content of the Local Plan.

### **6 Next Steps – Communication and Implementation of the Decision**

6.1 The Issues & Options Consultation Statement will be published onto the South Kesteven website. The Council will consider the consultation comments received through the Issues & Options Consultation when preparing the Draft Local Plan.

6.2 As set out in the Council's Local Development Scheme (published in 2020), the Draft Local Plan is scheduled to be published for consultation at the end of 2022, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012. A timetable for plan production (Table 1) can be found in the Local Development Scheme. Table 1: Local Plan Key Milestones and Timescales (taken from the Local Development Scheme 2020)

Key Milestones	Regulation	Timescale
Commencement of document preparation		April 2020
Consultation on the scope of the plan	Regulation 18	September 2020
Consultation on Draft Local Plan	Regulation 18	September/October 2022
Consultation on the pre-submission Local Plan	Regulation 19	April/May 2023
Submission	Regulation 22	December 2023
Examination	Regulation 24	January-December 2024
Inspector's Report	Regulation 25	December 2024
Adoption	Regulation 26	January 2025

6.3 Local Plan policies need to be justified and underpinned by robust evidence. Policy M1 of the adopted Local Plan details the requirements of the Local Plan Review and includes specific matters to be addressed including the new National Planning Policy Framework, housing needs, the future requirement for employment land, and the accommodation needs of the Gypsy and Traveller Community, including Travelling Showpeople. As such the Council is committed to instructing the following evidence:

- Strategic Housing Market Assessment
- Gypsy, Traveller & Travelling Showpeople Accommodation Needs Assessment
- Employment Land Review

6.4 Other evidence-based studies may be required to ensure that the Local Plan is justified, effective and consistent with national policy.

## 7 Financial Implications

7.1 The cost of undertaking the Local Plan, including the preparation of supporting evidence and the cost of examination by an independent inspector, is scheduled for adoption in early 2024 is included within the budget. The Local Plan Issues & Options Consultation Statement has been prepared in house.

**Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance**

## **8 Legal and Governance Implications**

Local Authorities are required by legislation to prepare a Local Plan to set the local planning framework for their area. There is a need to ensure the plan is up to date through a review of the Plan. Failure to have an up-to-date local plan in place limits the Council's ability to influence the quantum, location and quality of development in its area. The Government has made clear that they expect Councils to have a Local Plan in place.

**Legal Implications reviewed by: Mandy Braithwaite, Legal Executive**

## **9 Equality and Safeguarding Implications**

9.1 The Council's Community Engagement and Policy Development Officer has been consulted on the requirement for an Equality Impact Assessment. The Consultation Statement at Appendix 1 details the results of a consultation and it is therefore considered that a Equalities Impact Assessment is not required as it does not introduce new policy. It is important to note, however that the consultation has been undertaken in accordance with the Council's Statement of Community Involvement.

9.2 All comments received will be considered at the next stage of the Local Plan's production.

9.3 As the assessment of the impact on equalities is an iterative process, Equalities Impact Assessment will be undertaken at each stage of the Plan's production.

## **10 Risk and Mitigation**

The Local Development Scheme (LDS) includes the timetable for Local Plan production. The Local Plan Issues & Options Consultation was undertaken in accordance with the LDS. The next stage of plan production is Regulation 18: draft Local Plan which the Local Plan schedules to be published for consultation at the end of 2022. If the timetable for the plan production slips due to resources and other time intensive projects, the Council may risk having an out-of-date plan, including the availability of land to meet development needs. The Local Plan is project managed to seek to ensure that timescales are adhered to.

## **11 Community Safety Implications**

The Issues & Options Consultation was undertaken in line with the temporarily amended Town and Country Planning (Local Planning) Regulations 2012, which came into force in 2020. As such, the public were encouraged to view and respond to the consultation online; hard copies of the document were not made available at the Council Offices and libraries. However, to ensure accessibility, on request the Council supplied hard copies via post.

## **12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?**

12.1 The Issues and Options Consultation Statement recognises that the Council has declared a climate emergency and the views were sought through the consultation. Comments were made in respect of the climate change and the climate emergency. These responses will be taken into consideration as to how current adopted policies may be introduced or amended to enable the Council to respond to climate change.

12.2 At each stage of plan production, the Local Plan is subject to a Sustainability Appraisal which appraises the social, environmental and economic effects of the Local Plan from the outset. In doing so, it will help ensure that decisions are made that contribute to achieving sustainable development. Climate change is a key criterion within the Sustainability Appraisal framework. The first stage of the Sustainability Appraisal was undertaken alongside the Issues & Options document.

## **13 Other Implications (where significant)**

13.1 None identified.

## **14 Background Papers**

14.1 The report and appendices should be read in conjunction with the Issues & Options document which can be found [here](#).

14.2 Full Representations (Appendix 1 of the Consultation Statement) and a Summary of Representations and Officer responses (Appendix 2) can be viewed via the following agenda supplement:

<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=4121&Ver=4>

## **15 Appendices**

15.1 Appendix A: Consultation Statement

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SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

SOUTH KESTEVEN DISTRICT COUNCIL  
LOCAL PLAN REVIEW

ISSUES AND OPTIONS CONSULTATION  
REPORT

February 2022



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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## 1. Introduction

1.1 This report provides a summary of the South Kesteven District Council Local Plan Review Issues and Options Consultation. It presents a summary of the responses to the consultation, including details of the key issues being raised.

1.2 The Issues and Options consultation was the first opportunity for the local community to become involved in the preparation of the Local Plan Review. The Consultation ran for 6 weeks between Monday 12<sup>th</sup> October 2020 and Monday 23<sup>rd</sup> November 2020.

1.3 The current Local Plan for South Kesteven was adopted in January 2020. During the examination process and through main modifications the Inspector recommended an early review of the Local Plan and the inclusion of Policy M1.

1.4 Policy M1 commits the Council to commence the review of the Local Plan in April 2020, with the submission to the Secretary of State for examination by the end of December 2023 with specific matters which are needed to be addressed. These are as follows:

- The progress being made towards implementation of the spatial strategy for South Kesteven, in particular the focus on development in Grantham to be achieved by the end of the plan period;
- Taking account of the latest National Planning Policy Framework, particularly in relation to the assessment of housing needs and future requirement for employment land and
- Further assessment of the needs of the Gypsy and Traveller community, including Travelling Showpeople, and the need to allocate land to meet identified needs.

1.5 The consultation document set out 13 proposals for what may change in the new Local Plan and 24 associated questions to obtain views and evidence to support the direction of the plan review. There was also an opportunity for respondents to identify any other areas of the plan that required review above and beyond the policies proposed for change.

1.6 All consultation documents were available on the Council's website for inspection. Hardcopies were not available at District Council Offices or local Libraries due to Covid-19. This was in line with the guidance on reviewing and updating the Council's Statement of Community Involvement (SCI), and new legislation which came into force for local development documents (amending, on a temporary basis, regulation 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012) until 31st December 2020. However, on request, paper copies of the Consultation paper and/or the response form were posted to help ensure that people had adequate access to the documents.

1.7 Over 1700 individuals, organisations and statutory consultees on the Planning Policy consultation database were contacted directly to publicise the consultation. The Council also published news and information on the consultation on their website and social media pages. In addition, local press releases and formal notices were published in local newspapers.

1.8 Representations were encouraged to be submitted electronically or posted using the provided response form available on the Council's website. However, representations by email and letter were also accepted.

1.9 As a result of the consultation over 1600 responses were received from 124 respondents. Some respondents answered all questions, whilst others provided a response to some of the questions. This report provides a summary of all the responses to the consultation.

1.10 An Interim Sustainability Appraisal was produced alongside the Local Plan Issues & Options. 16 responses were received on the Sustainability Appraisal. The comments will be considered through the preparation of the draft Local Plan and the accompanying Sustainability Appraisal.

## 2. Findings

2.1 This section provides an overall summary of representations received to the Issues and Options consultation.

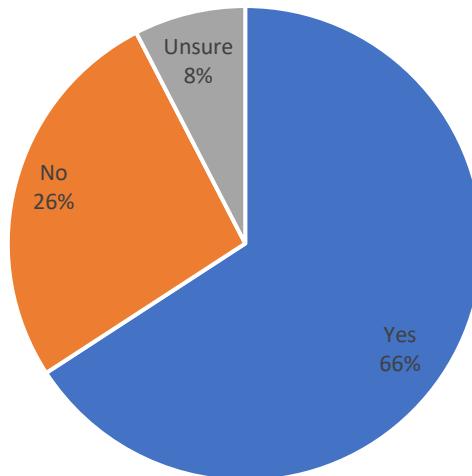
2.2 Overall, 124 responses were received. Many of responses received answered all questions asked in the consultation paper, whilst others provided responses to some questions or provided comments to other areas of the plan review.

2.3 Full representations can be found in Appendix 1, and Officer responses can be found in Appendix 2.

### Proposal 1 – 2036 Vision for South Kesteven

#### QUESTION 1a – The Vision

**Do you agree that the Vision should be broadly the same for the new plan but updated with respect to the plan period and housing growth level? If not please provide details.**



2.4 There were 90 responses to Q1a. 52 respondents stated that the vision should be broadly the same; 21 disagreed with the proposal, 6 were unsure and 11 did not response to the yes/no question but provided comments.

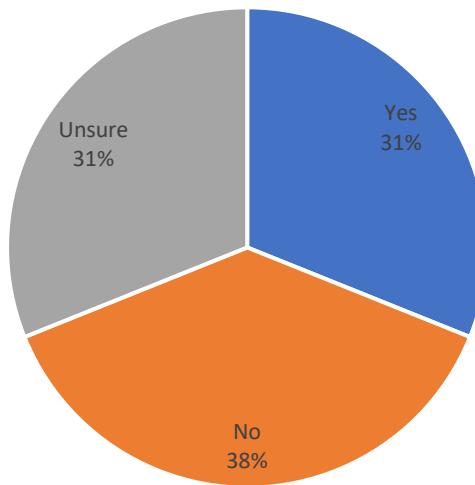
2.5 Whilst the responses to the yes/no question imply general agreement with the vision the following are some of the issues raised by a number of respondents:

### Issues Raised through Consultation

- Update to reflect the revised assessment of housing need and plan period.
- Should be updated in light of emerging Government policies – White Paper could impact proposals.
- Opportunity to strengthen heritage wording.
- Should be proportionate to each settlement – more variety and opportunities for village developments
- Vision should sub-divide larger and smaller villages so growth can be discussed separately
- Considerations to infrastructure current and in terms of new development and regeneration
- Should reflect and recognise Covid-19 impacts and economic changes
- Remove reference to Bourne Neighbourhood Plan allocating residential sites
- Not necessary to increase housing growth in Bourne.
- The Deeping's vision should be based on the Neighbourhood Plan.
- Should recognise role of major strategic sites in Grantham.
- Should include more emphasis on redevelopment of living in existing town centre boundaries

### QUESTION 1b – The Vision

**Do you consider that the current Vision is sufficient to deal with climate change and the economic recovery of the District? If not please provide details.**



2.6 There were 78 responses to Q1b. 23 respondents stated the vision is sufficient to deal with climate change and the economic recovery; 28 disagreed with the proposal, 23 were unsure and 4 provided comments but did not respond to the yes/no questions.

2.7 There were a number of comments received in response to Question 1b and some of the key issues can be summarised as follows:

Issues Raised through Consultation
<ul style="list-style-type: none"> <li>• Should address and promote personal wellbeing and mental health initiatives and open spaces</li> <li>• Should include greater emphasis and how it will seek to achieve Council's declaration of a Climate emergency and Government's commitment on climate change</li> <li>• Should be progressive to anticipate and encourage all development to be carbon natural</li> <li>• Additional and more challenging references of mitigation and adaptation of the importance of climate change (flooding/ green space).</li> <li>• Should highlight the need to promote economic recovery and prosperity.</li> <li>• Emphasis and priority need to be placed on facilitating employment opportunities in towns and housing to support working people.</li> <li>• Vision would benefit from including and recognising the economic recovery of the district particularly in response to Covid-19.</li> </ul>

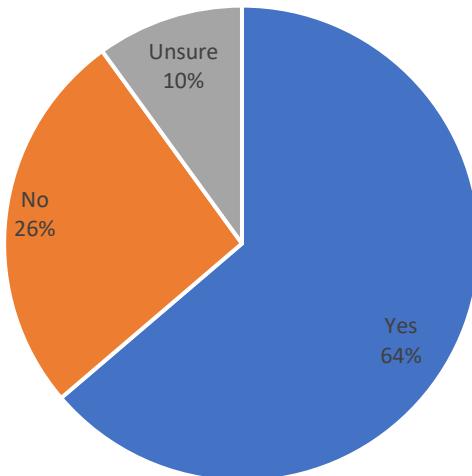
#### Next Steps

2.8 The proposal that the Vision should be broadly the same and updated with the plan period and housing growth level received a good level of support but there were comments detailing wording and additional points to consider including addressing climate change and economic recovery. It is proposed to retain the vision although changes that have been suggested could improve its scope and will therefore be considered in review of the Vision.

## Proposal 2 - Objectives

### QUESTION 2 – Objectives

**Do you agree that the Objectives should remain the same for the new plan? If not please provide details.**



2.9 There were 89 responses to Q2. 51 respondents agreed that the objectives should remain the same for the new plan; 21 disagreed with the proposal, 8 were unsure, 9 provided comments but did not respond to the yes/no question.

2.10 Whilst the response to yes/no question imply the general agreement that the objectives should remain the same the following are some of the issues raised by a number of respondents:

#### **Issues Raised through Consultation**

- Objectives should refer to the Councils climate change emergency objective of reaching net zero by 2050.
- New objective based upon the need for new promotional business initiatives for the district.
- Under Environmental: protection and enhancement of Environment objectives include word “watercourses” or “rivers” in the same way trees and woodlands have been emphasised in Objectives 12, 13 and 14.
- Include scarce water resources by specific wording as it is only mildly implied, and lack of water in South Kesteven is a real issue more than most.
- Water resources is referred to in paragraph 4.35 but emphasising in objectives would be preferable.
- Should mention role of neighbourhood plans.
- Additional objective should be included in Social section to ensure new development is viable and deliverable and provides sufficient affordable homes to meet the local needs.

<b>Objective 1</b>
<ul style="list-style-type: none"> <li>• Should define sustainable growth and provide tangible targets to be reached, both in owner occupied and rented accommodation</li> </ul>
<b>Objective 2</b>
<ul style="list-style-type: none"> <li>• Could be expanded to refer to green recovery and reflect the new direction in the Agricultural Act 2020</li> <li>• Should aim to build a green economy based on local support jobs</li> </ul>
<b>Objective 3</b>
<ul style="list-style-type: none"> <li>• Should define sustainable</li> <li>• Either move those to the strategy section or if valid make them objectives in their own right</li> </ul>
<b>Objective 6</b>
<ul style="list-style-type: none"> <li>• The Objective 6 sub-clause starting 'as well as' should substitute the word 'whilst'. Why not reference the role of the 'larger villages' here too?</li> </ul>
<b>Objective 7</b>
<ul style="list-style-type: none"> <li>• Objective 7 conflicts with Objective 4 and cannot be met unless people need to travel to town centres</li> </ul>
<b>Objective 8</b>
<ul style="list-style-type: none"> <li>• Consideration to be given to overhaul of traffic flow within the CBD of the town.</li> <li>• The third bullet in Objective 8, (whilst a strategy) suggest add 'car sharing'.</li> <li>• Objective does not translate in to planning policy and it is difficult to identify where consideration has been made for transport links that would result in the reduction in travel by car.</li> <li>• Either move those to the strategy section or if valid make them objectives in their own right</li> </ul>
<b>Objective 9</b>
<ul style="list-style-type: none"> <li>• Should include reference to the Town's Neighbourhood Plans being core in any decision making</li> </ul>
<b>Objective 10</b>
<ul style="list-style-type: none"> <li>• Should be strengthened to deliver health outcomes in the vision</li> <li>• Cannot be met by the Local Plan</li> </ul>
<b>Objective 11</b>
<ul style="list-style-type: none"> <li>• Should be strengthened to deliver health outcomes in the vision</li> </ul>
<b>Objective 12</b>
<ul style="list-style-type: none"> <li>• Should be updated to reference the 'setting' of heritage assets and 'non designated heritage assets'</li> <li>• Should promote the doubling nature objective followed by Cambridgeshire</li> <li>• Good design and improved networks should be a priority (objective 12) but not as a sub-set of development</li> </ul>
<b>Objective 13</b>
<ul style="list-style-type: none"> <li>• Objective too easy to avoid for developers must be central to any planning application</li> <li>• Objective 13 relating to Climate change should be strengthened. It should commit to achieving any current target set by the government for carbon reduction</li> <li>• Objective 13 on Climate Change should be moved to be objective 1.</li> <li>• Climate change is explicitly referred to at objective 13 this could be referenced in the plan vision</li> </ul>
<b>Objective 14</b>
<ul style="list-style-type: none"> <li>• Objective too easy to avoid for developers must be central to any planning application</li> </ul>
<b>Objective 15</b>

- Could be reworded to encompass the environmental impacts of pollution and not just the impacts that it has on health and wellbeing
- Objective too easy to avoid for developers must be central to any planning application

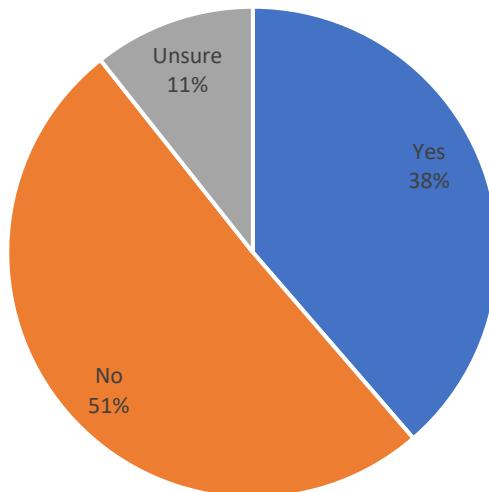
## Next Steps

2.11 Good support for the objective to remain the same, however, there were suggestions to strengthen objectives further with minor word changes and additional points to be considered.

## Proposal 3 – Policies not proposed to be changed significantly

### **QUESTION 3 – Policies not proposed to be changed significantly**

**Q4 – Do you agree with the list of Local Plan policies that are not proposed to be changed significantly? If not please provide details.**



2.12 There were 95 responses to Q3. 29 agreed with the list of policies that are not proposed to be changed significantly; 39 disagreed with the proposal, 8 were unsure, 19 provided comments but did not respond to the yes/no questions.

2.13 There were a number of comments received in response to question 3 and some of the key issues to each Policy are summarised below;

#### **Issues Raised through Consultation**

- Update to ensure consistency with National Policy and climate change emergence or to enhance the effectiveness
- reflect any longer impacts of Covid-19
- New policy introduced to commit Council to production of a Trees and Woodland strategy (or SPD)
- Policy for no development to be permitted on any previously undeveloped land inside Stamford conservation area.
- Monitoring and Implementation Framework requires revision be considered at the Local Plan Review.

#### **Policy SD1: The Principles of Sustainable Development in South Kesteven**

- Future revisions to national policy may impact upon Policy SD1
- As per the emerging Environmental Bill, reference should be had to Biodiversity Net Gain, on (preferably) or off-site
- Add after criteria d 'the use of energy associated with the change of use or extension of the subject building as a whole'.

**Policy SP1: Spatial Strategy**

- It is vital that Grade 1, 2 and 3a land is still given a higher ranking in terms of protection. In restoring land though it is not practical to state that the land (i.e. soil) will be of 'at least equal quality', even though that may be a worthy aspiration.

**Policy SP2: Settlement Hierarchy**

- Could define settlement boundaries of each village to define the meaning of criteria 'b' of Policy SP3
- Concerns that the settlement hierarchy may change significantly when previous work has been undertaken should enhance existing node of employment and growth opportunities.

**Policy SP3: Infill Development**

- Should be amended in order to be less restrictive and more positively prepared
- Needs to ensure more consideration is given to local communities
- Future revisions to housing requirement quantum and its spatial distribution and updated viability evidence may impact upon policy SP3.
- Policy is too restrictive and prescriptive in its restriction of development. It should be at the judgement of the decision maker whether it is acceptable and based on the three criteria b, c, d.

**Policy SP4: Development on the Edge of Settlements**

- Future revisions to housing requirement quantum and its spatial distribution and updated viability evidence may impact upon policy SP4.
- Should be assessed entirely on material planning considerations, with public consultation still being available through normal representations after a planning application has been submitted
- Should be tightened and include the reference in para 2.13 about site to be subsequently enclosed and contained by physical boundaries.
- This is a permissive and unduly 'generous' policy. DNP2 2a limits sites to no more than 0.5ha and any larger need to be defend by specific allocation
- Should be reviewed to allow for adequate sustainable development on the edge of settlements
- Should shift focus away from test on substantial community support as it is too restrictive and must be reviewed to ensure further flexibility
- Criteria e will need to be widened as it is hard to specifically prove a local need

**Policy SP5: Development in the Open Countryside**

- Future revisions to housing requirement quantum and its spatial distribution and updated viability evidence may influence upon policy SP5.

**Policy SP6: Community Services and Facilities**

- might need to revise to refer to need rather than viability
- promotes protection of community services and facilities what about the promotion of new-positive planning (with evidence) para 92 NPPF.

**Policy H1: Housing Allocations**

- will need to acknowledge any new allocations that will come forward through the current plan process to meet the proposed increase in housing need across the plan period
- Future revisions to housing requirement quantum and its spatial distribution and updated viability evidence may influence upon policy H1.
- Should not be modified to increase housing in Stamford

**Policy H2: Affordable Housing Contributions**

- It is counterproductive for the adopted plan to only considered affordable housing C2 uses must also be included to promote employment uses such as care homes
- Should be amended to reflect the requirements of the NPPF, such as: 10% of dwellings should be available for affordable home ownership, to facilitate build to rent scheme, and to allow

<p>for lower requirements for schemes that provide accommodation for a group of people with specific needs.</p> <ul style="list-style-type: none"> <li>Future revisions to housing requirement quantum and its spatial distribution and updated viability evidence may impact upon policy H2.</li> </ul>
<b>Policy H3: Self and Custom Build Housing</b>
<ul style="list-style-type: none"> <li>Updated viability evidence may impact and influence upon policy H3.</li> <li>Policy not appropriate and the requirement should be removed</li> </ul>
<b>Policy H4: Meeting All Housing Needs</b>
<ul style="list-style-type: none"> <li>Where is relates to elderly merits a revisit as unachievable by the Plan.</li> <li>Supported</li> <li>Does not recognise the specific characteristics of the housing market and sectors of housing demand. Consider that specific policy action is required, and such a demand should be recognised in the 'Meeting Housing Needs' section of the Plan.</li> <li>Future revisions to housing requirement quantum and its spatial distribution and updated viability evidence may influence and impact upon policy H4.</li> <li>In order to meet the requirements of this policy to provide appropriate type and sized dwellings to meet the needs of current and future households in Billingborough, the Local Plan Review should allocate sites in this settlement.</li> <li>Criteria A should be amended to emphasise the need for elderly care accommodation and support given to such schemes in view of the critical shortage of such accommodation in the District faced with an aging population</li> </ul>
<b>Policy E1: Grantham Southern Gateway Strategy Employment Opportunity</b>
<ul style="list-style-type: none"> <li>GRE-SE1 has not been objectively tested with fill site walkover and setting analysis on the ground against landscape assessment, respecting the attractive nature of the steep rolling topography, and the desire to create an attractive 'gateway' on approaching Grantham from the south.</li> </ul>
<b>Policy E2: Strategic Employment Sites</b>
<ul style="list-style-type: none"> <li>Should be amended in so far as it relates to the land at Exeter Fields to provide a reduced quantum of employment floorspace with the remainder of that land given over to housing.</li> </ul>
<b>Policy E4: Protection of Existing Employment Sites</b>
<ul style="list-style-type: none"> <li>Does not recognise the existence of a significant employment area at Hards Lane (see DNP4.4)</li> <li>where uses outside B1, B2 and B8 are proposed, these should not be supported where likely to impact on nearby town centres. The layout of sites should be reviewed to identify those sites that are not in town centres, such that B2 office use is not supported, thereby encouraging that use to locate to town centres</li> </ul>
<b>Policy E5: Expansion of Existing Businesses</b>
<ul style="list-style-type: none"> <li>Expansion of existing retail businesses that could divert footfall from town centres should not be supported.</li> </ul>
<b>Policy E6: Loss of Employment Land and Buildings to Non-Employment Uses</b>
<ul style="list-style-type: none"> <li>Vacant or unviable out of town employment sites should be sequentially less preferred for leisure uses where that can be provided in or on the edge of town centres.</li> </ul>
<b>Policy EN1: Landscape Character</b>
<ul style="list-style-type: none"> <li>Should be revised to update in light of current NPPF and Council's declaration of a climate change emergency as well as forthcoming Environmental Bill</li> </ul>
<b>Policy EN2: Protecting Biodiversity and Geodiversity</b>
<ul style="list-style-type: none"> <li>Should be revised to update in light of current NPPF and Council's declaration of a climate change emergency</li> <li>Should take account of forthcoming Environmental Bill and future commitment to mandatory 10% Biodiversity gain within policy or as an SPD</li> </ul>

- Should be updated to reflect wording regarding the Lincolnshire BAP which end in 2020 and replaced by Greater Lincolnshire Local Nature Recovery Strategy and policy referring to BAP should mention future strategies.
- Opportunities to amend and strengthen ancient woodland and aged/veteran tree protection and ensure that these habitats are given the maximum protection from development.

**Policy EN3: Green Infrastructure**

- Should be revised to update in light of current NPPF and Council's declaration of a climate change emergency as well as forthcoming Environmental Bill
- The Local plan must be more specific about the levels and types of green infrastructure which must be provided by development. This could be included in policy EN3 or ID1 or as a SPD.
- Policy could be strengthened

**Policy EN5: Water Environment and Flood Risk Management**

- Could go further in relation to water efficiency in new residential development in combination with other non-planning related actions.

**Policy DE1: Promoting Good Quality Design**

- Future revisions to national policy may impact upon Policy DE1
- Whilst it is referenced in SB1, given the importance of this matter, a paragraph should be added concerning low energy use in the design.

**Policy SB1: Sustainable Building**

- Reads weakly as the initial emphasis is on mitigation - which should be subsidiary. New development should not just 'demonstrate how' CO2 emissions are minimised, but it 'will' do so.

**Policy OS1: Open Space**

- Needs to ensure more consideration is given to local communities
- open space needs updating to reflect open space across the district
- Does not reflect NPPF in terms of para 96 and 97 the emphasis of this policy is on the provision of open space. Protection of playing fields should be based on appropriate evidence.

**Policy GR3: Grantham Residential Allocations**

- Needs to be kept under review in case housing allocations are not delivering and additional sites are to be identified.
- Will need to be updated to reflect higher housing requirement and additional allocations.

**Policy GR4: Grantham Town Centre Policy**

- May need refining in light of the High Street Fund bid.
- Need to reference the ambition of a better standard of maintenance and greening.

**Policy BRN1: Bourne Housing Need**

- Will need revisiting to reflect growth targets and to identify any allocations
- Should be revised to review Neighbourhood Plan requirements to allocate and a review mechanism be included in the event that sites are not identified within a specific timescale from adoption.

**Policy DEP2: Market Deeping Town Centre Policy**

- Policy does not recognise the change in the use class order
- Changes might reflect policy DNP5 of the Deepings Neighbourhood Plan

**Policy LV-10: South Witham Residential Allocations**

- Allocation should be revoked as the site could form part of an extended green heart of this intensively development village (which has the future potential for an extension but with more sensitive pattern than previously)

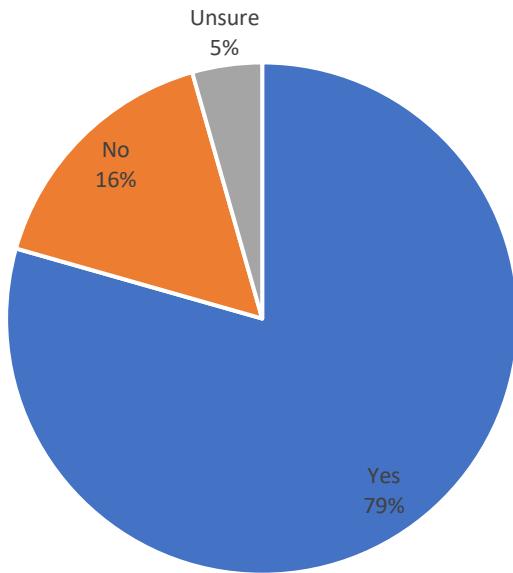
## Next Steps

2.14 Each of the policies will be considered in light of the comments received. The Council has a duty to monitor the implementation of policies of the current local plan and appendix 5 of the current local plan considers the impact of planning policies. The Council will continue to monitor the position of national planning guidance and should any changes come into legislation will be reflected as part of the review. Schedule of supporting evidence will be consulted upon at the next stage of consultation.

## Proposal 4 – Plan Period

### QUESTION 4 – Plan Period

**Do you agree with the proposed plan period up to 2041? If not please provide details**



2.15 There were 77 responses to Q4. 57 respondents agreed that the plan should be till 2041; 11 respondents disagreed with the proposal, 3 were unsure, 6 provided comments but did not respond to the yes/no questions.

2.16 Whilst the response to yes/no question imply the general agreement with the proposed plan period some of the issues raised by a number of respondents are as follows:

#### **Issues Raised through Consultation**

- The Council should extend the plan period beyond 2041 by 5 years
- The start of the Plan Period should be clarified
- Government policy appears to change yearly the existing timetable should be retained and no constant reviews to Local Plans.
- Extending the plan period to 2041 enables the Council to anticipate and response to long term requirements and opportunities as identified in the NPPF (paragraph 22) and meet NPPF requirements in terms of timescales.
- Local plan could be conducted within shorter timescales without compromising the quality of the plan preparation to boost housing delivery
- A longer plan period to ensure that the Local Plan provides a framework for long term delivery of new homes.
- Should be prepared to adapt due to Governments proposals for planning reform contained within the White Paper Planning for the Future.
- Plan period will correlate with updated Transport Model as it forecasts till 2041.
- Should be flexible to account for changes from Covid-19.

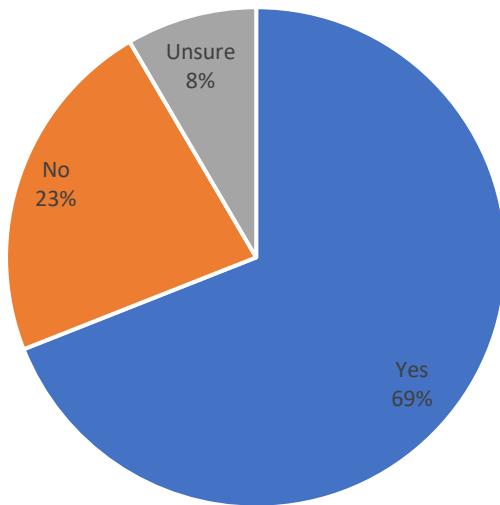
## Next Steps

2.17 Strong agreement for the proposed plan period up to 2041. Some comments suggested that the plan period should be extended or conducted in short time frames. Also, the Council notes that the start date for the Plan period should be clarified.

## Proposal 5 – Settlement Hierarchy

### QUESTION 5a – Settlement Hierarchy

**Do you think the Settlement Hierarchy should be retained in the new Local Plan? If not, please provide details of what changes you think should be made.**



2.18 There were 81 responses to Q5a. 50 respondents agreed that the settlement hierarchy should be retained in the new local plan. 16 disagreed with the proposal, 5 were unsure and 10 provided comments but did not respond to the yes/no questions.

2.19 Whilst the response to yes/no question implies the general agreement with the settlement hierarchy being retained in the new local plan some following issues were raised by a number of respondents;

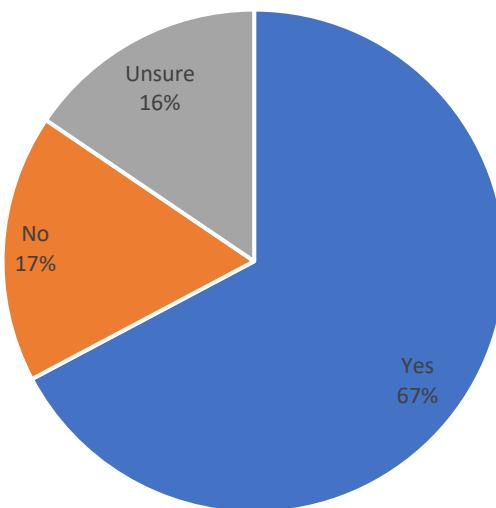
#### **Issues Raised through Consultation**

- Introduce three village categories – small, medium and large
- Greater proportion of development should be allocated to large and medium villages
- Smaller villages should be allocated development to limit overloading large villages with inappropriate development and positively respond to housing needs and fulfil role of sustainable development
- Up to date survey needs to be undertaken to reflect latest position of services
- Concentration on Grantham is unbalanced and in parallel with the uncoordinated approach of others
- The settlement hierarchy needs to account for the rapid growth of Stamford in the last ten years proposed increase in housing has the potential to over burden the infrastructure and change unique character of the town.
- Towns such as Grantham and Stamford should absorb developments as infrastructure in the towns is better suited to cope than Market Deeping.
- Present proposal is too restrictive for the future viability of the hamlets.

- Large number of villages designated as countryside could preclude neighbourhood planning in these smaller rural areas even where there is local need and/ or support.
- Entirely possible that one or more appropriately located new villages are required as part of the response to meeting the higher housing need figures in a sustainable way.
- Potential of a new settlement not fully supported it has been proven elsewhere that a strategy of urban expansion reliant on new settlement is difficult to bring forward

#### QUESTION 5b – Settlement Hierarchy Methodology

**Do you think the current Settlement Hierarchy Methodology – specifically with respect to determining larger Villages – is appropriate for this review? If not, please provide details of what changes you think should be made.**



2.20 There were 61 responses to Q5b. 39 respondents agreed with the proposal. 10 disagreed, 9 were unsure, and 3 provided comments but did not respond to the yes/no question.

2.21 Whilst the response to yes/no question implies the general agreement with the proposal the following are some of the issues raised by a number of respondents;

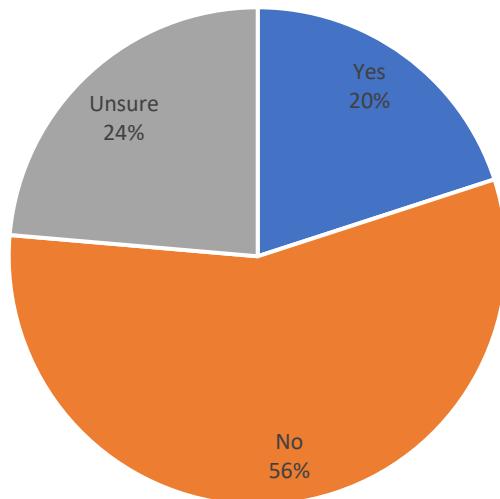
#### **Issues Raised through Consultation**

- Should be a major focus on greenfield sites
- Need to review approach current is too simplistic develop a more sophisticated approach that factors local characteristics and issues. Current does not follow scoring system and Core Strategy criteria explained in the Settlement Hierarchy review (2011-2036).
- Proactive assessment and review of villages to be appropriately recognised for connectivity/services

- Further consideration to villages that have been excluded from the 'sustainable definition'.
- Methodology needs some flexibility. Services in villages are constantly changing and even larger villages tend to lose shops and other services.
- Consult locally and adopt nuance approach in conjunction with local communities
- The assessment ignores the exhaustive and thorough examination of Larger Villages, then Local Service Centres (LSC's) in the Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) Addendum Report June 2013.

#### QUESTION 5c – New Settlement

**Given the scale of housing growth to be provided in this Local Plan is there a case for amending the Settlement Hierarchy to include any proposal(s) to establish a new community on garden village principles? If so, please outline any suitable and deliverable proposals.**



2.22 There were 57 responses to Q5c. 11 respondents agreed with the proposal, 31 disagreed, 13 were unsure, and 2 provided comments but did not respond to the yes/no question.

2.23 There were a number of comments received in response to question 5c and responses are summarised below:

#### **Issues Raised through Consultation**

- Future development should conform to the existing methodology which has been based on extensive research.
- There are plenty of opportunities within towns and villages to be considered in the first instance before a new settlement is considered.
- It is not considered that there is any need to designate further settlements at this stage.

- The retention of the Settlement Hierarchy will be influenced by the housing requirement figure and proposed spatial distribution strategy.
- Should focus on delivering the proposed Spitalgate Garden Village.
- Such developments typically have long lead in times therefore, even if a site was identified, it would be unlikely to make a significant contribution towards the housing requirements of the District.
- Amending the settlement hierarchy to include a new settlement or garden village is the most appropriate course of action given the scale of housing growth to be provided within the District.
- This should be considered in the wider sub-regional housing market area context, not in isolation.

## Next Steps

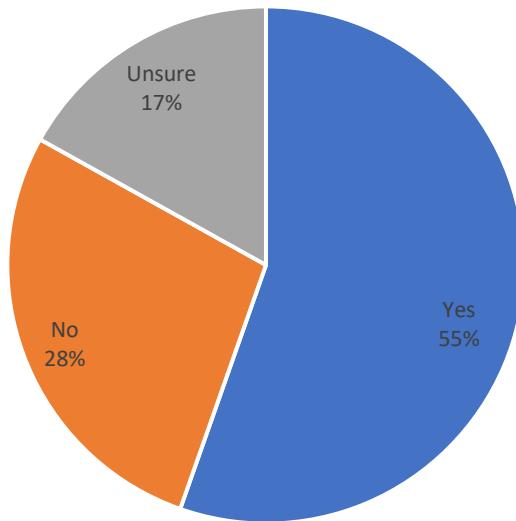
2.24 General agreement that the settlement hierarchy should be retained in the new Local Plan and support to the Settlement Hierarchy Methodology. The proposal of a new community on garden village principles did not receive much support.

2.25 It is proposed to utilise the existing settlement hierarchy as the basis for determining the spatial distribution of growth through the Local Plan Review. The Council will undertake a survey of services and facilities to review and determine those settlements forming the Larger Villages set out in Policy SP2.

## Proposal 6 – Housing Need and Requirement

### **QUESTION 6 – Housing Need and Requirement**

**Do you agree with the use of 754 dwellings per annum as the identifying housing need and requirement for South Kesteven? If not, what evidence do you have to justify an alternative need and requirement?**



2.26 There were 85 responses to Q6. 36 respondents agreed with the proposal, 18 disagreed, 11 were unsure, and 20 provided comments but did not respond to the yes/no question.

2.27 Whilst the response to yes/no question implies the general agreement with the housing need and requirement the following issues were raised by a number of respondents;

### **Issues Raised through Consultation**

- Any housing should be accompanied by infrastructure and local provisions improvements and meet needs of people.
- Need to encompass a better mix of smaller allocations and larger strategic allocations to allow greater flexibility and certainty in meeting the Authority's local housing need figures.
- Should be capitalising on buildings we already have not providing new, and should consider re-designating buildings that are for non-domestic to domestic use.
- Should be based upon a robust and defensive evidence base for housing need.
- The 754 dpa figure should be viewed as a minimum.
- Plan for the increased housing need outlined within Standard Method 2 (839 dwellings per annum) as a minimum.
- The Council should seek to go beyond the LHN set out by national policy and be ambitious about making up for lost time due to its previous poor rates of delivery.

- The Council will need to keep its housing figure under review as the Government revises its standard calculation method.

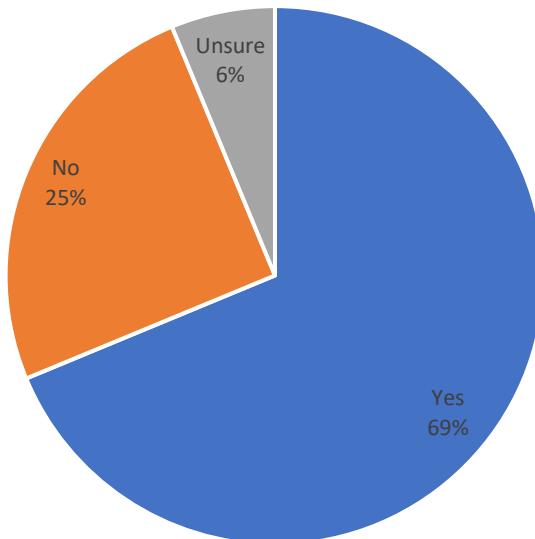
## Next Steps

2.28 General support for the proposal for housing need and requirement but comments have been made to increase the Local Housing Need above national policy. The standard methodology is the starting point for housing numbers. The Council intends to update the Strategic Housing Market Assessment.

## Proposal 7 – Distribution of Growth

### **QUESTION 7a – Focus of Housing Growth on Grantham**

**Do you agree that Grantham should remain as the focus for growth in South Kesteven? If not, please provide details and any alternative proposals.**



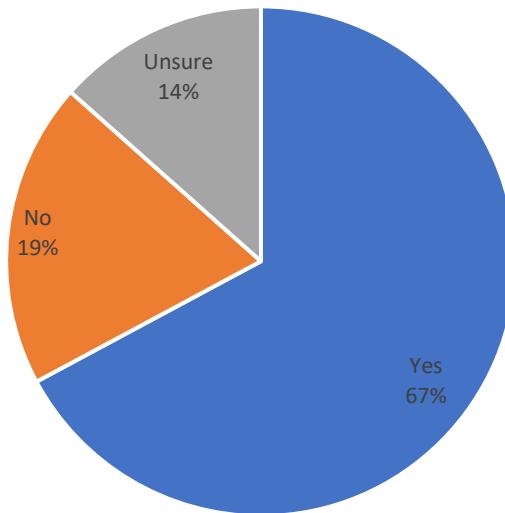
2.29 There were 72 responses to Q7a. 44 respondents agreed with the proposal, 16 disagreed, 4 were unsure, and 8 provided comments but did not respond to the yes/no question.

2.30 Whilst the response to yes/no question implies the general agreement with Grantham remaining the focus for growth in the new local plan the following issues were raised by a number of respondents;

<b>Issues Raised through Consultation</b>
<ul style="list-style-type: none"><li>• Grantham has been priority growth area which is disproportionate and should be distributed better</li><li>• Continued focus on Grantham would have impact on infrastructure including water supply and sewerage infrastructure and would need additional power and utilities to support further growth</li><li>• Grantham has best transport provision and network infrastructure (East Coast Mainline, A1, GSRR), widest range of services for being best placed for larger growth</li><li>• Villages should also be explored for further growth by increasing allocations in larger and smaller villages as the focus of Grantham is disproportionate</li><li>• There should also be flexibility in other locations.</li><li>• Housing distribution should account for the needs of settlements and constraints</li><li>• Should have a more dispersed pattern of development There should be consideration of re-designating buildings that are for non-domestic to domestic use</li></ul>

## QUESTION 7b – Stamford, Bourne and The Deepings

**Do you agree that Stamford, Bourne and the Deepings should remain as a focus for growth? If not, please provide details and any alternative proposals.**



2.31 There were 76 responses to Q7b. 45 respondents agreed with the proposal, 13 disagreed, 9 were unsure, and 9 provided comments but did not respond to the yes/no question.

2.32 Whilst the response to yes/no question implies the general agreement with Stamford, Bourne and the Deepings remaining the focus for growth in the new local plan the some of the following issues were raised by a number of respondents:

Issues Raised through Consultation
<ul style="list-style-type: none"><li>• Growth should be balanced and take account of needs and constraints of settlement</li><li>• Priority should be given to the delivery of sustainable sites within towns and edge of settlement extensions.</li><li>• Most suitable approach would be for the Local Plan to identify and deliver housing allocations which the Neighbourhood Plan process can then assist and support with the local level detail required at a later stage.</li><li>• Continued focus on Stamford, Bourne, and the Deepings would have greater impact on water supply and sewerage infrastructure and the receiving Water Recycling Centres for these settlements and more limited impacts elsewhere in the plan area.</li><li>• Infrastructure constraints, possibility of future climate changes and, flooding with further growth</li><li>• Towns and Villages without current allocations should be primary focus of new allocations.</li><li>• There should be restraint around The Deepings, Bourne and Stamford.</li></ul>
The Deepings
<ul style="list-style-type: none"><li>• Whilst the Deepings may be considered an appropriate place for development, it is important that in addition to improving the infrastructure, provision of open space and recreational open space is given priority.</li></ul>

#### Stamford

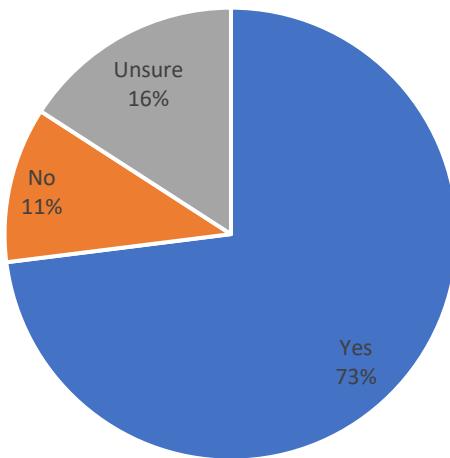
- Stamford should not be a focus for growth beyond the levels planned for 2036.
- Further growth will put unacceptable pressure on infrastructure, including roads, unique assets, character/history.

#### Bourne

- Disagreement with the Bourne Neighbourhood Plan allocating land for development
- Bourne allocations should be revisited.
- Further development in Bourne is not justified and will put pressure on already overstretched infrastructure.

#### QUESTION 7c – Larger Villages

**Do you agree that it is still appropriate to plan for a level of housing growth across the Larger Villages within South Kesteven where there are a range of available services and facilities? If not, please provide details and any alternative proposals.**



2.33 There were 66 responses to Q7c. 46 respondents agreed with the proposal, 7 disagreed, 10 were unsure, and 3 provided comments but did not respond to the yes/no question.

2.34 Whilst the response to yes/no question implies the general agreement with Question 7c the following issues were raised by a number of respondents;

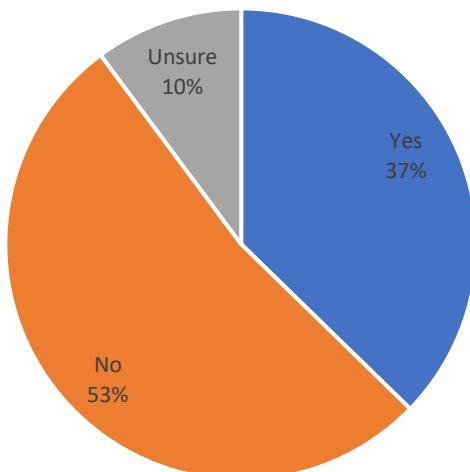
#### **Issues Raised through Consultation**

- A continued focus on the larger villages as defined would have a greater impact on water supply and sewerage infrastructure and the receiving Water Recycling Centres for these settlements and more limited impacts elsewhere in the plan area.
- Growth should take account of needs of particular settlements and constraints rather than rolling forward the existing pattern
- Consideration should be given to Neighbourhood Plans to also identify sites and all Neighbourhood Plans to come forward.

- The Interim SA shows little justification for continued development in larger villages.
- A more dispersed the pattern of development will also diversify housing land supply (HLS) and optimise housing delivery, all villages should have an equal share of the 10% allocated.
- Larger Villages could accommodate more than 10% of the proposed requirement.
- Share the developments with those larger villages where little or no development has taken place recently.
- Needs to be understanding of current facilities and services and development to meet needs of the settlement.
- Additional housing and population should not further compromise the settlement's nature and character.
- Larger Villages support housing delivery, service provision, and viability of a village. Increasing distribution of housing in Larger Villages will help to balance the housing trajectory as more deliverable short term offsetting slower delivery of strategic allocations in Towns.

#### QUESTION 7d – Other Settlements

**Do you agree that it is not appropriate to make allocations in smaller settlements within South Kesteven whilst recognising that some development will occur through “windfalls”? If not, please provide details and any alternative proposals.**



2.35 There were 63 responses to Q7d. 22 respondents agreed with the proposal, 31 disagreed, 6 were unsure, and 4 provided comments but did not respond to the yes/no question.

2.36 There were a number of comments received in response to question 7d and the key issues can be summarised as follows;

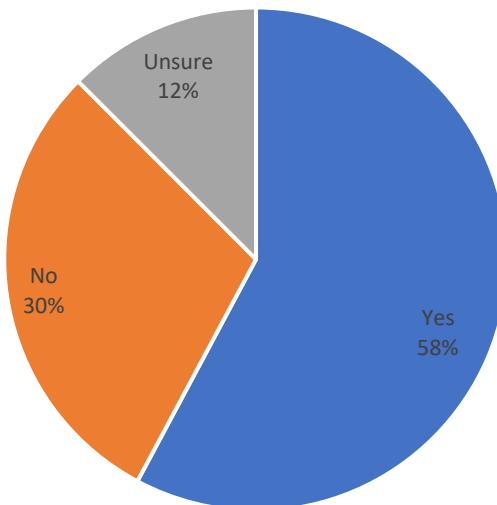
#### **Issues Raised through Consultation**

- Smaller villages need more development to support existing services

- Both routes through to the delivery of housing should be properly explored at the Plan Making stage – allocation and windfall sites.
- Smaller settlements provide opportunities for allocations, increasing housing choice, availability and support overall housing delivery – growth in these villages would also be supported by NPPF (2019) para 78.
- Concerns over not making allocations in smaller settlements
- Important that the Plan allows for modest, but sensitive development within small villages
- A more dispersed the pattern of development will also diversify housing land supply (HLS) and optimise housing delivery
- It may be acceptable to allocate housing development in smaller settlements that fulfil Zero Carbon criteria, with the agreement of the Parish Council.
- Do not consider that relying on existing commitments and windfall represents aspirational growth or sustainable development Plan decisively, supporting growth in smaller villages through appropriate allocations in these locations.
- Policy needs to enable other village location sites and more flexibility
- Policies SP2 and SP3 are restrictive and will not facilitate sufficient windfall development within villages to either meet the Council's vision or to meet the latest Framework requirement
- Covid-19 impacts could demand further growth to villages

#### QUESTION 7e – Consideration of the Market and Deliverability\*

**Do you agree that market capacity and deliverability should be considered before determining what growth to distribute to which area?**



2.37 There were 74 responses to Q7c. 37 respondents agreed with the proposal, 19 disagreed, 8 were unsure, and 10 provided comments but did not respond to the yes/no question.

2.38 Whilst the response to yes/no question implies the general agreement with Question 7d the following issues were raised by a number of respondents:

### Issues Raised through Consultation

- Housing growth levels needs to be considered along with employment and amenities.
- The plan should not seek to reinforce such concerns in locations where there is an identified need for new homes and other forms of development. Planning policy should seek to overcome blocks to necessary development, not impose a new constraint.
- These measures should feature significantly in the strategic housing market assessment, together with development constraints (at a sub-district/ settlement specific level).
- There is no point building if there is no demand and from a sustainability perspective it would be counterintuitive.
- The two large SUEs in Grantham could effect saturating that particular market and slow delivery rates, additional sites should be allocated to increase choice of homes in different parts of the town.
- A holistic approach is needed - decisions should not be based on whether a developer can sell houses they build.
- Needs to be analysis of delivery and need and the methodology that applies to allocations
- Specific growth scenarios can limit the scope for sustainably located opportunity sites to come forward to meet needs.
- Spatial distributions of housing across district should be considered.
- Local Plan should allocate homes in Bourne not the Neighbourhood Plan.
- Market should not be the sole driver, impacts on need should be considered.
- Need to consider enough short term sites are being allocated for delivery early in Plan period.
- More appropriate housing allocations will need to be considered.

### Next Steps

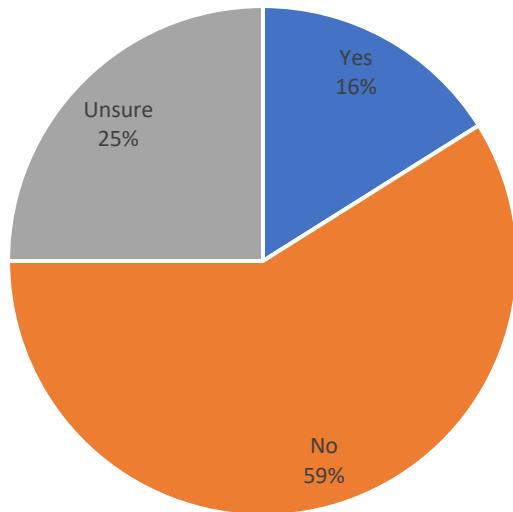
2.39 The responses to the distribution of growth were in support of the current focus of growth toward Grantham, Market Towns, and Larger villages. However, the response towards other settlements included the provision of opportunities for allocations and development in smaller settlements to diversify housing supply, delivery and choice.

2.40 It is proposed that a settlement hierarchy will be retained but services and facilities of villages is currently under review through a Village Audit to ensure that villages are in the correct category.

## Proposal 8 – Gypsy and Travellers and Travelling Showpeople Accommodation

### QUESTION 8 – Gypsy and Traveller and Travelling Showpeople Accommodation

Are you aware of any specific needs for Gypsy, Traveller or Travelling Showpeople accommodation in South Kesteven and suitable sites to meet these needs, and is it appropriate to accommodate identified needs within any existing Local Plan allocations? If yes, please provide details.



2.41 There were 61 responses to Q8. 9 respondents agreed with the proposal, 33 disagreed, 14 were unsure, and 5 provided comments but did not respond to the yes/no question.

2.42 There were a number of comments received in response to question 7d and some of the key issues are summarised as follows;

#### Issues Raised through Consultation

- Sites should be made available across the district not focused on one area.
- Urgent need to update the 2016 GTAA
- Need to allocated land to meet the need identified in 2016 and future needs
- Need to recognise land use hard to locate in urban settlements, use of more appropriate rural locations
- Concerns that the Local Plan does not identify suitable land for future pitch or plot allocations
- Should be a 5 year supply of land of deliverable sites to accommodate identified needs
- The Local Plan fails to address the needs of Gypsy and Traveller community
- Current lack of provision need for review no sites/pitches/plots currently identified.
- The need to meet the GTAA recommendations is greater than the quality of the development
- Accommodation needs to be identified in consultation with the Gypsy and Traveller community
- It is not appropriate for larger allocations to accommodate Gypsy and Traveller accommodation

- Overcrowded conditions on Council owned site – inadequate small/ cramped pitches
- Need for more private sites witnessed by current appeals
- It is appropriate to accommodate identified needs within the existing Local Plan allocations if appropriate
- The necessity to meet the needs of the GTAA seems to override the local plan and its criteria in respect of Gypsy and Travellers.

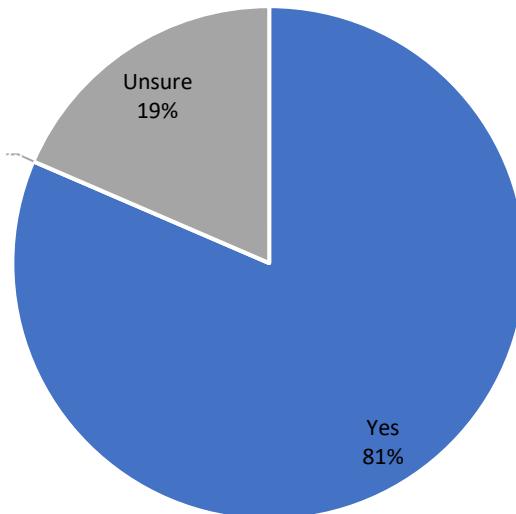
#### Next Steps

2.43 An updated Gypsy and Traveller Accommodation Assessment is being undertaken as part of the Local Plan review to identify needs. This evidence will be published to support the emerging Local Plan review and findings will be addressed through the new plan.

## Proposal 9 – Revisions to the Employment Policy

### QUESTION 9a – Strategic Employment Allocations

**Do you agree that the strategic employment allocations set out in Policies E1 and E2 should be brought forward into the new Local Plan unless strong and robust evidence suggests that they are no longer suitable or deliverable? If not, please provide details.**



2.44 There were 57 responses to Q9a. 44 respondents agreed with the proposal, 0 disagreed, 10 were unsure, and 3 provided comments but did not respond to the yes/no question.

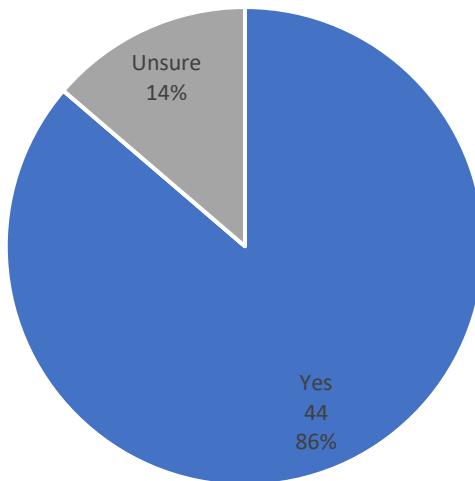
2.45 Whilst the response to yes/no question implies the general agreement with Question 9a below are some of the issues raised by respondents;

- Ensure balance between employment growth in towns with housing allocations to ensure sufficient opportunities for local people.
- Support to carrying forward employment allocations and designated employment sites.
- The 2015 Employment Land Study needs to be updated to understand needs of the area and ensure it remains appropriate and deliverable
- Review the current allocations insofar as it is necessary to ensure that their flexibility for use is not compromised by surrounding uses
- Existing allocated employment stock should be re-evaluated and determine how it should proceed into the future to reflect market needs and working practices whilst being accessible.
- Commercial office needs post COVID are likely to be reduced, land should be reduced accordingly for such use and allocated to other uses.
- Covid-19 has changed employment land and retail market sustainability.
- Development must be of a scale which is appropriate for the site's location and limitations, whilst responding to changing circumstances including clear marketing evidence regarding deliverability

- Should re-consider Policy STM3 of the adopted Site Allocations and Policies DPD / E2 of the adopted Local Plan for a mixed use urban extension at the site now known as Exeter Fields, to reduce the scale.
- There is limited employment allocations identified in the north or northwest of Grantham that would support economic growth in these areas in accordance with Paragraph 8 of the revised framework (2019).
- Employment land policies should be revisited in the context of current market demand and need.
- The Local Plan should consider long term and land use implications, flexible working patterns, smaller employment sites
- Exception of the part of a field added to the GRE-SE1 was not carried out with robust and transparent analysis of its suitability set against landscape, economic, topography and set against the gateway vision.

**QUESTION 9b – Other Employment Allocations Increasing Flexibility on Established Employment Areas**

**Do you agree that other employment allocations set out in Policy E3 should be reviewed taking account of an updated Employment Land Study? If not, please provide details**



2.46 There were 55 responses to Q9b. 44 respondents agreed with the proposal, 0 disagreed, 7 were unsure, and 4 provided comments but did not respond to the yes/no question.

2.47 Whilst the response to yes/no question implies the general agreement with Question 9b the following issues were raised by a number of respondents;

**Issues Raised through Consultation**

- Innovate and develop employment opportunities as a priority, not increase housing.
- Allocation DEP-E1 currently appears unlikely to be deliverable in the short/medium term and should be removed and considered as potential housing allocation.

- It is important that the Employment Land Study does not result in de-allocation of any part of the Prince William of Gloucestershire Barracks
- Updates need to account for Covid-19 impacts Village hubs for home working should be supported
- Employment policies should provide flexibility and innovation to employment land delivery
- Review of employment land study to determine need suitability and availability of existing employment land allocations

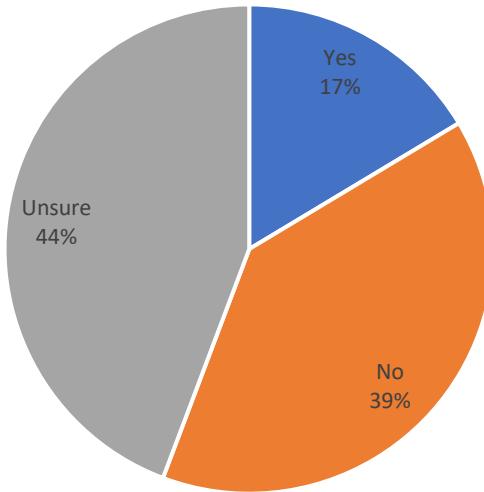
## Next Steps

2.48 There was strong support to the proposals in relation to employment and the comments received will be reviewed alongside the employment land evidence which is being reviewed as part of the Local Plan review. This will include an evaluation of employment demand by use type and suitability of current and proposed employment sites within the district.

## Proposal 10 – Climate Change

### QUESTION 10 – Climate Change Policies

**Are the existing policies in the adopted Local Plan sufficient to meet current and future challenge of climate change? If not please provide details of what would be new or revised planning policies that the Council could consider through the review of the Local Plan.**



2.49 There were 66 responses to Q10. 10 respondents agreed with the proposal, 24 disagreed, 27 were unsure, and 5 provided comments but did not respond to the yes/no question.

2.50 There were a number of comments received in response to question 7d and some of the issues raised are summarised below;

#### **Issues Raised through Consultation**

- Existing policies should be reviewed and strengthened to reflect and address latest Government strategies and Council's declared Climate Change Emergency to meet future challenges and becoming carbon neutral.
- More energy saving should be incorporated into design to advert climate change including solar panels/ground source energy
- Opportunities for holistic and integrated approach to water management should be included within the plan
- Policies should be updated to refer specifically to recently published Local Transport Note (LTN) 1/20 relating to cycle infrastructure design and standards for new development
- Reflect on new sustainable building technologies
- Developments should be designed for increased walking/accessible green spaces/water-neutral/Grey water usage built into all developments
- There should be a commitment to eliminating climate change and zero carbon emissions, instead of statements like 'minimising the effects of climate change'

- Policies of the Local Plan will require amendment in the light of the implications of the Environment Bill and the Government's Future Homes Consultation.
- Local Plan policies to be amended to reflect statutory requirement to achieve a 10% net gain in biodiversity value.
- Home should be near where employment is, with sustainable transport links wherever possible.
- Further action on reduction of carbon emissions by 80% should be outlined. The current plan does not demonstrate how the policies and actions will reduce CO2. There is no specific robust policy in line with this requirement in our opinion.

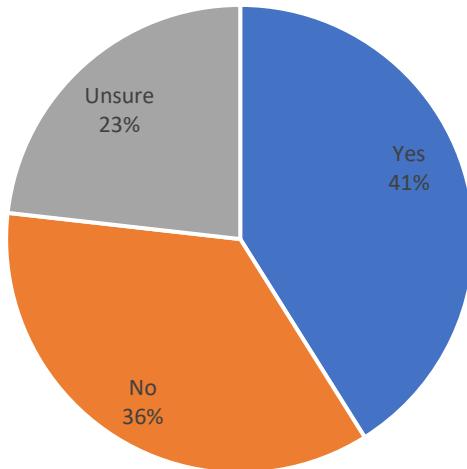
## Next Steps

2.51 Comments and concerns are focussed on seeking to address the climate change and future challenges of climate change within the existing Local Plan policies. The Council declared Climate Change Emergency in 2019 the key objective of the Local Plan is to reduce the carbon reduction and develop planning policies which will support and mitigate the impact of climate change which will be addressed through the review of the plan, taking into consideration comments received.

## Proposal 11 – Energy Performance Standards

### QUESTION 11a – Energy Performance Standards in Residential Development

**Do you think that the new Local Plan should require higher energy performance standards than are required by the building regulations for residential development, up to Level 4 of the Code for Sustainable Homes?**



2.52 There were 58 responses to Q11a. 23 respondents agreed with the proposal, 20 disagreed, 13 were unsure, and 2 provided comments but did not respond to the yes/no question.

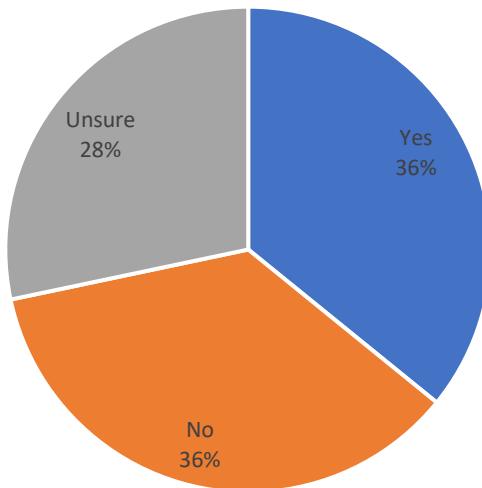
2.53 Whilst the response to yes/no question implies the general agreement with Question 11a the following issues were raised by a number of respondents;

#### **Issues Raised through Consultation**

- Code 4 does not exist anymore.
- The word 'equivalent' needs adding as the Code for Sustainable Homes is no longer mandated
- Leave this to the Building regs but create 'eco house' policy encouragement for 'off grid' houses.
- More needs to be followed to avert the climate change which we are all currently experiencing.
- Best practice for the type of development should be the aspiration.
- Energy performance standards should be as per the current Building Regulations.
- The new Local Plan should not require higher energy performance standards than established by building regulations for residential development.

### QUESTION 11b – Energy Performance Standards in Non-Residential Development

**Do you think that the new Local Plan should require higher energy performance standards in non-residential development and if so what standards should be required?**



2.54 There were 54 responses to Q11b. 19 respondents agreed with the proposal, 19 disagreed, 15 were unsure, and 1 provided comments but did not respond to the yes/no question.

2.55 There were a number of comments received in response to question 11b and the key issues to each Policy can be summarised as follows;

#### **Issues Raised through Consultation**

- Thermal heating, water harvesting and other renewables sources will need to be considered but provision could be made to encourage their installation by discounts in other areas or planning requirements.
- All new housing/industrial units should be built to be energy neutral.
- More needs to be followed to avert the climate change which we are all currently experiencing
- Best practice for the type of development should be the aspiration
- Welcome higher standards for residential and non-residential development bearing in mind the urgent need to tackle climate change. However the Council will need to satisfy itself that this will not unduly affect the deliverability of the plan.
- Setting energy performance standards is always problematic, given that these are negotiable through the development management process on the basis of development viability. If higher standards could be supported by a robust evidence base then it may be appropriate to include these within the reviewed Local Plan.
- Promote and support higher energy efficiency standards, consideration could be given to mechanisms and incentives to support the provision of homes that surpass building regulation standards. Consideration could also be given to policy outside the energy efficiency regulations

### **QUESTION 11c – Viability Implications of Higher Energy Performance Standards**

**If you think the Plan should do either of the above, do you have any evidence to demonstrate that requiring higher energy performance standards would or would not be viable? If so please provide this evidence. Alternatively, do you have any suggestions whereby other developer contributions might appropriately be reduced, in order to ensure development remains viable?**

2.56 There were 20 comments received in response to question 11c and some of the key issues are summarised below;

<b>Issues Raised through Consultation</b>
<ul style="list-style-type: none"><li>• Code 4 does not exist anymore</li><li>• More needs to be followed to avert the climate change which we are all currently experiencing</li><li>• welcome higher standards for residential and non-residential development bearing in mind the urgent need to tackle climate change</li><li>• flexibility would need to be retained to ensure that higher energy performance requirements do not affect the viability and deliverability of schemes, resulting in under provision of other contributions, including affordable housing.</li><li>• No awareness of relevant evidence. If higher standards are sought it will be necessary to support these by way of a robust study and analysis.</li><li>• The design life of buildings is important to consider.</li><li>• Developers could also be asked to contribute toward energy-saving measures in the local community as part of the practice of granting planning permission.</li><li>• SKDC can build zero carbon homes such as other local authorities</li><li>• Viability is relative should be part of cost and profit calculations. It is feasible to assume that higher energy performance requirements add to build costs of proposals, particularly where they exceed building regulation requirements</li></ul>

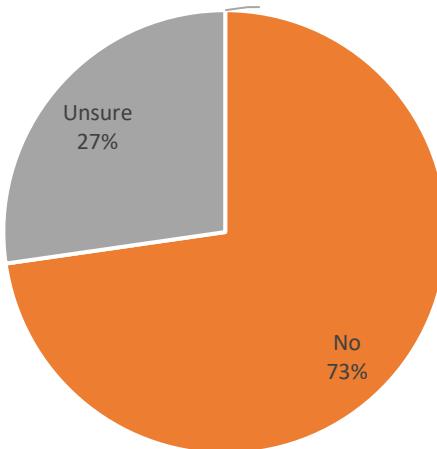
### **Next Steps**

2.57 The NPPF and national guidance on energy standards will be taken into account through the Local Plan review, as well as the consultation comments received through the consultation will be considered through the Local Plan review.

## Proposal 12 – Need for Caravan Accommodation

### QUESTION 12 – Need for Caravan Accommodation

**Are you aware of any need for sites for caravans in South Kesteven? Any evidence to support your comments would be welcome or suggestions as to how such need could be identified in South Kesteven.**



2.58 There were 46 responses to Q12. 0 respondents agreed with the proposal, 32 disagreed, 12 were unsure, and 2 provided comments but did not respond to the yes/no question.

2.59 There were a number of comments received in response to question 12 and the key issues to each Policy can be summarised as follows;

#### **Issues Raised through Consultation**

- Clarification on type of caravan use.
- No awareness of demand
- Necessary to support the demand by way of robust study and analysis of need and demand.
- Larger and permanent sites can be intrusive visually, and proposals should perhaps best be dealt with on an exceptional basis on their merits with specific controls, rather than via allocation. Small-scale rural schemes can work well.

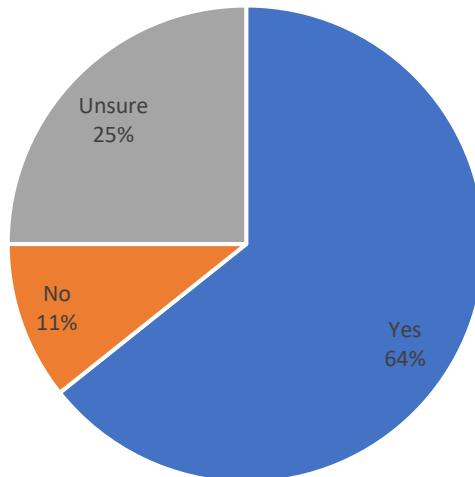
#### Next Steps

2.60 The Housing and Planning Act 2016 requires the periodical review of the need for sites to accommodate caravan accommodation e.g. park homes/mobile homes. The need for caravan accommodation will be considered through the review of the Strategic Housing Market Assessment.

## Proposal 13 – Parking Standards

### QUESTION 13 – Parking Standards

**Do you agree that minimum parking standards are needed in South Kesteven? Please provide any further comments you may have, such as in relation to what the standards should be or where they should apply to.**



2.61 There were 60 responses to Q13. 36 respondents agreed with the proposal, 6 disagreed, 14 were unsure, and 4 provided comments but did not respond to the yes/no question.

2.62 Whilst the response to yes/no question implies the general agreement with Question 13 the following issues were raised by a number of respondents;

- Parking restrictions discourage people from visiting town centres
- More demand for off-road parking for residents in new developments for safe pavements and parking in new developments
- Greater non vehicle connectivity links should be provided to encourage walking and cycling
- Local needs to be taken into consideration
- House builders should be encouraged to use modern methods for quality sustainable homes to reduce carbon footprint of developments and the costs for residents going forward.
- Encourage economic growth and support climate change policies – more electric charging points in line with Government announcements.
- Oppose introduction of minimum levels of parking policy would be inconsistent with existing ID2 risks car dependency.
- There must be an impact study on these plans to ensure that rural communities are not disadvantaged.
- Not considered minimum parking standards are helpful in delivering development

- Minimum parking standard guideline should be provided and acknowledged that different parking levels may be required in different areas.
- Any Parking Standards Policy introduced by the LPR should be consistent with 2019 NPPF (paras 105 & 106) and supported by robust evidence justifying its necessity for managing the local road network.
- Planning for minimum parking standards could lead to an over provision of parking spaces when development is considered in the context of the extent of the plan period to 2041.

## Next Steps

2.63 The Comments received and further evidence will be considered through the preparation of the draft Local Plan. Any standards proposed will be incorporated into the whole plan viability assessment.

## Any other comments

### QUESTION 14 – Any Other Comments

**Is there anything else you would like to raise – has anything been missed, or are there any general comments you would like to make?**

2.64 There were 55 comments received in response to question 14 and the issues raised are noted below;

Issues Raised through Consultation	
<ul style="list-style-type: none"> <li>• Allocations</li> <li>• Biodiversity net gain</li> <li>• Blessed Hugh Moore School allocation</li> <li>• Climate change</li> <li>• Wind and solar energy</li> <li>• Council housing</li> <li>• Design SPD</li> <li>• Energy Performance standards</li> <li>• Environment policies</li> <li>• Extensive Urban survey</li> <li>• Government strategies for electric vehicles</li> <li>• Grantham Canal</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Nature Recovery Network (NRN)</li> <li>• Open Space studies</li> <li>• Public toilets</li> <li>• Recycling centre in Stamford</li> <li>• Role of Bourne Neighbourhood Plan</li> <li>• Self and custom build</li> <li>• Sustainable waste/Recycling policy and practice paper</li> <li>• Town Centres</li> <li>• Transport infrastructure</li> <li>• Tree strategy</li> </ul>

## Next Steps

2.65 Comments will be considered where appropriate to the review of the Local Plan.

### 3. Conclusion

3.1 Overall, the Issues and Options Consultation proved to be successful in generating interest and gathering views and evidence to underpin the review of the Local Plan.

3.2 The representations submitted provided much support to the proposals in the consultation and additional comments to clarify the position. All the comments received during this consultation will be considered further when developing policies and evidence to inform the review of the Local Plan.

3.3 The Local Plan review will now focus on the development of evidence to inform policy within the Local Plan. The timetable for the local plan can be viewed below

LP Review Stage	Proposed Date
Commencement of Document Preparation	April 2020
Issues and Options + Call for sites Consultation (Regulation 18)	October 2020
Draft Consultation on Local Plan Review (Regulation 18)	August 2022
Pre Submission Consultation (Regulation 19)	April 2023
Submission to the Secretary of State (Regulation 22)	December 2023
Public Examination (Regulation 24)	January 2024
Inspector's Report (Regulation 25)	November 2024
Adoption (Regulation 25)	December 2024

Appendix 1 – Full Representations (Separate Document)

Appendix 2 – Representations and Officer Response (Separate Document)

Appendix 3 – Consultation Notices

**Public Notice**



## **South Kesteven District Council Local Plan Review**

**Planning and Compulsory Purchase Act 2004 (as amended)  
The Town and Country Planning (Local Planning) (England) Regulations 2012**

### **Notice of publication of the South Kesteven Local Plan Issues and Options Report (October 2020) for public Consultation**

South Kesteven is seeking comments on the Local Plan Issues and Options Report (October 2020).

The current Local Plan for South Kesteven was adopted in January 2020 and sets out the development strategy for growth of the District to 2036. The Inspector's final report on the current [Local Plan \(2011-2036\)](#) commits the Council to undertake an early review of the Local Plan from April 2020 with submission by the end of December 2023. The Council has begun the process of preparing a new Local Plan for the District, which will set out the planning framework for the District over the next 20 years up to 2041. The review enables necessary updates of evidence, and the Council to consider whether its local housing need has changed and needs to be re-evaluated taking into consideration changes to national planning guidance.

The timetable for the review of the Local Plan is anticipated to be examined from January 2024 and adopted in January 2025, until the review has been undertaken and a new Local Plan is found sound and adopted by the Council, the current Local Plan (2011-2036) will continue to be the development plan for the District and used in determining planning applications.

The Issues and Options consultation is the first opportunity for the local community to become involved in the preparation of the Local Plan Review, which sets out the scope of the key policies and proposals to be considered within the review. Reviewing the plan now can help ensure that it remains up to date and that South Kesteven will continue to grow sustainably, meeting the needs of its residents and businesses whilst protecting what is special about the area. At this stage, the Issues and Options consultation is not a statement of the Council's proposed planning policies but a statement of intention as to what planning policies may need to be reviewed and updated. The Issues and Options paper asks a series of questions which will help the Council determine the scope and content of the Local Plan review.

As part of the Local Plan Review, the Council has also prepared a Sustainability Appraisal Scoping Report which is published for comment alongside the consultation paper.

Consultation on the Issues and Options Report will run from **Monday 12<sup>th</sup> October 2020 to 11.59pm Monday 23rd November 2020**.

The documents, along with further details of the consultation, are available for inspection from **Monday 12<sup>th</sup> October** on the Council' website;  
<http://www.southkesteven.gov.uk/index.aspx?articleid=15134>

**Hardcopies are not currently available at the Districts Council Offices and local libraries due to Covid-19 and will only be available for inspection online at the Council's website.** This is in line with the guidance on reviewing and updating the Council's Statement of Community Involvement (SCI), and new legislation which has now come into force for local development documents (amending, on a temporary basis, regulations 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012) until 31<sup>st</sup> December 2020. However, if you do require a paper copy of the Consultation paper or Response form please contact a member of the Planning Policy Team at [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk) or call 01476 406080.

Representations should focus on the questions asked in the Issues and Options Report and be submitted via email or post using the Response form available on the Councils website.

**Please submit your comments before 11.59pm on Monday 23<sup>rd</sup> November by;**

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

**Post:** Planning Policy, South Kesteven District Council, Council Offices, St Peters Hill, Grantham, Lincolnshire, NG31 6PZ. In light of concerns regarding Covid-19 we are encouraging people to submit their representations electronically wherever possible to help limit spread of the infection. The return of forms via email is therefore preferred.

Please note copies of all comments will be made available for the public to view, including the name of the stakeholder who submitted the representation therefore, your response cannot be treated as confidential. However, the Council will not include any personal addresses or signatures.

**Notification Letter**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

Dear Sir or Madam,

Date: Thursday 8th October 2020

**PLANNING POLICY CONSULTATIONS**

**South Kesteven Local Plan Review – Issues and Options Report - Public Consultation**

South Kesteven District Council is undertaking its first public consultation on the review of the Local Plan between **Monday 12<sup>th</sup> October 2020 and Monday 23rd November 2020**.

The current Local Plan for South Kesteven was adopted in January 2020 and sets out the development strategy for growth of the District to 2036. The Inspector's final report on the current [Local Plan \(2011-2036\)](#) commits the Council to undertake an early review of the Local Plan from April 2020 with submission by the end of December 2023. The Council has begun the process of preparing a new Local Plan for the District, which will set out the planning framework for the District over the next 20 years up to 2041. The review enables necessary updates of evidence, and the Council to consider whether its local housing need has changed and needs to be re-evaluated taking into consideration changes to national planning guidance.

The timetable for the review of the Local Plan is anticipated to be examined from January 2024 and adopted in January 2025, until the review has been undertaken and a new Local Plan is found sound and adopted by the Council, the current Local Plan (2011-2036) will continue to be the development plan for the District and used in determining planning applications.

The Issues and Options consultation is the first opportunity for the local community to become involved in the preparation of the Local Plan Review, which sets out the scope of the key policies and proposals to be considered within the review. Reviewing the plan now can help ensure that it remains up to date and that South Kesteven will continue to grow sustainably, meeting the needs of its residents and businesses whilst protecting what is special about the area. At this stage, the Issues and Options consultation is not a statement of the Council's proposed planning policies but a statement of intention as to what planning policies may need to be reviewed and updated. The Issues and Options paper asks a series of questions which will help the Council determine the scope and content of the Local Plan review.

As part of the Local Plan Review, the Council has also prepared a Sustainability Appraisal Scoping Report which is published for comment alongside the consultation paper.

### Appendix 3 – Consultation Notices

Consultation responses should focus on the questions asked in the consultation paper using the response form available on the Council's website.

Please return completed forms by **11.59pm Monday 23<sup>rd</sup> November 2020** to [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk)

Forms can also be returned to Planning Policy, South Kesteven District Council, Council Offices, St Peters Hill, Grantham, Lincolnshire, NG31 6PZ. However, in light of concerns regarding Covid-19 we are encouraging people to submit their representations electronically wherever possible to help limit spread of the infection. The return of forms via email is therefore preferred.

The documents, along with further details of the consultation will be available for inspection from Monday 12<sup>th</sup> October on the Council website;  
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Please note copies of all comments will be made available for the public to view, including the name of the stakeholder who submitted the representation therefore, your response cannot be treated as confidential. However, the Council will not include any personal addresses or signatures.

**If you wish to comment on the consultation paper, please ensure that your comments are received by the Council by 11.59pm Monday 23<sup>rd</sup> November 2020 otherwise your response may not be considered.**

Please also note, an ongoing Call for Sites process is running alongside this consultation, if you have not been contacted directly further information can be found on the Councils website.

<http://www.southkesteven.gov.uk/index.aspx?articleid=15135>

Yours sincerely,

*Roger Ranson*

Roger Ranson – Head of Planning Policy

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## Cabinet

8 February 2022

**Report of:** Councillor Nick Robins, Cabinet Member

## Authority Monitoring Report

The annual publication of the Authority's Monitoring Report (AMR) is a statutory requirement for all Local Authorities. The AMR covers the period from 1 April 2020 to 31 March 2021 and reviews progress in preparing development plans and the extent to which South Kesteven District Council's policies have been put into effect.

### Report Author

Shaza Brannon (Principal Planning Officer)

01476 406080

[shaza.brannon@southkesteven.gov.uk](mailto:shaza.brannon@southkesteven.gov.uk)

Corporate Priority:	Decision type:	Wards:
Growth	Non-Key	All Wards
Reviewed by:	Emma Whittaker, Assistant Director of Planning	21 January 2022
Approved by:	Nicola McCoy-Brown, Director of Growth and Culture	24 January 2022
Signed off by:	Councillor Nick Robins, Cabinet Member for Planning and Planning Policy	28 January 2022

### Recommendations to the decision makers

**It is recommended that Cabinet:**

1. Endorse the 2020-2021 Authority Monitoring Report (Appendix A) and agree to it being published via the Council's website.
2. Agree that future Authority Monitoring Reports will be reported to Planning Committee for information prior to publication.

## 1 The Background to the Report

1.1 The Council's Vision is to "be the best district in which to live, work and visit". The Local Plan and Planning have a key role to play in realising this vision. Housing that meets the needs of all residents is a key priority for South Kesteven District Council. (SKDC). As detailed in the Corporate Plan (2020-2023), the Council considers high quality housing as essential for all and is committed to working with partners to provide this. Delivering the growth of the economy and building healthy and strong communities are also key themes in the Corporate Plan; these are integral to the policies Council's Local Plan and delivering sustainable development.

1.2 There is a statutory requirement for the Council to publish up-to-date information which has collected for monitoring purposes, and report on the progress against the Local Development Scheme. The requirements are set out in Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The requirements include:

- Assessing progress of any Local Plan and supplementary planning documents against the timetable and milestones set out in the Local Development Scheme (LDS).
- Assessing the extent to which Local Plan policies are being implemented
- Number of completed dwellings, including affordable completions
- Details and progress of Neighbourhood Plans being prepared
- Information relating to Community Infrastructure Levy (CIL) receipts and expenditure, where CIL charge has been introduced and;
- Details information relating to co-operation under the Duty to Co-operate (Section 33A).

1.3 The annual publication of an Authority Monitoring Report (AMR) is considered appropriate for meeting the requirements. It is good practice to produce an AMR annually to both monitor the Local Plan and aid decision-making when assessing planning applications.

1.4 Since 2014, the Council has not published an AMR. Whilst the absence of an AMR was noted by the Government-appointed Inspector during the Local Plan Examination, the Inspector was satisfied that housing land monitoring information had been annually published, and that a mechanism for monitoring of the adopted Local Plan was in place.

1.5 The Monitoring and Implementation Framework assesses the performance of the Local Plan policies and overall progress in delivering the strategic objectives of the Local Plan. Indicators were established to provide information about whether policies were achieving their objectives, determine targets being met, and verify whether policies in the Local Plan remain relevant or require updating.

1.6 The AMR presented in **Appendix A** is the first report prepared since the adoption of the Local Plan 2011-2036 and monitors the period 1 April 2020 to 31 March 2021.

1.7 The AMR includes information on the implementation of the Local Development Scheme, the Local Plan Review, Supplementary Planning Documents, Neighbourhood Plans and information relating to co-operation under the Duty to Cooperate.

1.8 Data monitoring performance against Local Plan policies has been collected and is reported within the AMR. This includes data on: housing, employment, natural and built environments, renewable energy, town centres, infrastructure and developer contributions, and community facilities.

- 1.9 The AMR provides a baseline which can be built upon as the policies within the Local Plan take effect. Many of the targets within the Monitoring and Implementation Framework appendix to the Local Plan are to be achieved over the Local Plan period. Therefore, by its very nature, the one year's monitoring does not provide a true reflection of performance of all Local Plan policies.
- 1.10 The data collated in the AMR provides context to inform the review of the Local Plan.
- 1.11 The AMR also reports progress on the timetable and milestones for the preparation of Planning Policy documents including progress towards the Local Plan Review.

### **Headline Monitoring Results**

- 1.12 Detailed below are headline monitoring results taken from the AMR.

#### Local Development Scheme

- 1.13 The Local Development Scheme (LDS) is a project plan which sets out the timetable to produce new or revised development plan documents which will form the Council's Local Development Plan.
- 1.14 The Council is reviewing the current Local Plan (2011-2036) adopted in January 2020 in line with the Local Development Scheme. The review process began in April 2020. The 'Issues and Options' consultation was undertaken in October 2020. A Call for sites was launched at the same time to establish the availability of land for development within the district.

- 1.15 All policies within the Local Plan are being implemented and remain part of the development plan.

#### Housing Delivery

- 1.16 A total of 466 new homes (net) were completed between 1 April 2020 and 31<sup>st</sup> March 2021. Completions in the four market towns (Bourne, Grantham, Stamford and The Deepings) accounted for 83% of all completions. Grantham accounted for 33.2% of urban completions.
- 1.17 During this monitoring period, 56 affordable homes were completed, which accounts for 12.56% of the total completions. All affordable completions were within the four market towns and 100% on qualifying sites set to deliver 30% or 20% in the urban area of Grantham.
- 1.18 A mixture of house types were delivered within the district. A greater value of semi-detached and detached homes were delivered, with 3-bedroomed homes the most prominent size of housing.
- 1.19 A 5 year housing land supply is a supply of specific deliverable sites sufficient to provide 5 years' worth of housing (and appropriate buffer) against a housing requirement set out in adopted strategic policies, or against a local housing need figure. The council's five-year housing land supply assessment for 2020-2025 was confirmed through an Annual Position Statement. A 5.26 years' supply was confirmed for one year until 31 October 2021.

#### Neighbourhood Plans

- 1.20 Neighbourhood Plans set out a vision for an area and should contain planning policies for the use and development of land.

1.21 A map showing the full coverage of adopted and areas designated for neighbourhood planning is reflected within the AMR. During this monitoring period, no new neighbourhood plans were adopted, and no other locations were designated for neighbourhood planning. The Council continues to work with neighbourhood planning groups and other areas in developing neighbourhood plans.

#### Duty to Cooperate

1.22 Under the 2011 Localism Act and the National Planning Policy Framework (NPPF), local planning authorities have a legal Duty to Cooperate with other local planning authorities and organisations to seek to address strategic planning matters that are driven by larger than local issues that are likely to have an impact beyond their immediate Local Plan area. The Duty to Cooperate is the mechanism for ensuring the right issues are addressed, in the right way, and with the right partners to maximise the effectiveness of policy and plan-making.

1.23 The Council continues to fulfil the Duty to Cooperate with neighbouring authorities and other bodies. During this monitoring period, the Council engaged with key strategic matters including the delivery of a cross boundary development Stamford North which extends into Rutland County, an assessment of accommodation needs of Gypsy, Travellers, and Travelling Showpeople, and the development of the Design Guidelines for Rutland and South Kesteven.

#### Local Plan Policy Performance

1.24 The AMR concludes that whilst the current Local Plan is generally performing well, a number of targets have not been met. Two key areas relate to the provision of sufficient Gypsy and Travellers and Travelling Showpeople sites, and housing delivery. The Council will be reviewing housing needs and how they can be met through the Local Plan review to tackle any under provision in terms of delivery through the local plan process.

## **2 Consultation and Feedback Received, Including Overview and Scrutiny**

2.1 The monitoring report relies on information from many of the council's services with detailed input from Planning Policy, Economic Development and Regeneration and Housing.

2.2 The AMR is factual and there are no regulatory requirements to consult.

## **3 Available Options Considered**

3.1 Publication of monitoring reports is a statutory requirement which must be published on-line as soon as they become available to enable the public to be informed of the monitoring information collated. It is for this reason the 'do nothing' option was discounted.

## **4 Preferred Option**

4.1 The intention is to collate an annual summary of key facts and figures to demonstrate implementation of local plan policies. The information that can be included in the AMR is not limited to the statutory requirements, and consequently where there are areas of activity that Members consider should be included to reflect local priorities, is open for the Cabinet to consider requesting the inclusion of such information.

4.2 Subject to Cabinet approval, it is recommended that this and future AMR's would be reported to Planning Committee for information. This would provide Members with an overview of the implementation of approved plans and policies.

## **5 Reasons for the Recommendation**

5.1 Regulation 34 of the Town and County Planning (Local Planning) (England) Regulation 2012 requires Local Planning Authorities to publish an AMR. As the report is factual, there are no feasible alternatives to publishing the document. The AMR provides clarity around progress on the delivery of the Local plan's objectives and policies; and will help to ensure that the emerging Local Plan's policies are fit for purpose.

## **6 Next Steps – Communication and Implementation of the Decision**

6.1 To publish the AMR on South Kesteven District Council's website.

6.2 To continue to monitor the indicators within the Monitoring and Implementation Framework and report annually.

## **7 Financial Implications**

7.1 There are no direct financial implications arising from this report or the AMR which was prepared in house.

**Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance and Section 151 Officer**

## **8 Legal and Governance Implications**

8.1 Regulation 34 of the Town and County Planning (Local Planning) (England) Regulation 2012 require local planning authorities to publish an AMR.

**Legal Implications reviewed by: Mandy Braithwaite, Legal Executive**

## **9 Equality and Safeguarding Implications**

9.1 An Equality Impact Assessment was undertaken on the Council's Local Plan policies through an assessment of the adopted Local Plan (2011-2036). The Authority Monitoring Report monitors the effectiveness of these policies and does not introduce new policy. As such, an Equalities Impact Assessment is not required.

9.2 The recommendations set out a proposal for how the Council can fulfil its obligations in line with planning regulations. There are no staffing implications for the Council.

## **10 Risk and Mitigation**

10.1 The risk of not producing an AMR would be that there is a lack of information available to members to demonstrate how planning policies are being delivered.

## **Community Safety Implications**

10.2 No significant implications have been identified.

## **How will the recommendations support South Kesteven District Council's declaration of a climate emergency?**

10.3 The Council has employed a Sustainability and Climate Change Officer, who supports the cross-council contribution to the Carbon footprint and reductions opportunities plan for the council.  
<https://data.climateemergency.uk/media/data/plans/south-kesteven-district-council-0e5eec3.pdf>

10.4 The AMR monitors the policies within the Local Plan which help shape the environment and respond to climate change. It also monitors the stages of the Local Plan review which will consider the Councils declaration of a climate emergency.

## **Other Implications (where significant)**

10.5 None

## **11 Background Papers**

11.1 The localism Act 2011, published online and available via:  
<https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

11.2 South Kesteven District Council Local Plan 2011-2036, Monitoring and Implementation Framework, published January 2020 and available online via:  
<http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=26204>

11.3 National Planning Policy Framework, updated 20 July 2021 published online and available via:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

11.4 Appendix 1 of the AMR (Monitoring and Implementation Framework) and Appendix 2 of the AMR (Glossary), published online and available via the Supplement Pack at:  
<http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=164&MId=4121&Ver=4>

## **12 Appendices**

12.1 Appendix A: Authority Monitoring Report (1 April 2020 to 31 March 2021).



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



South Kesteven District Council

## Authority Monitoring Report

1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

February 2021

## Executive Summary

The Planning and Compulsory Purchase Act 2004 introduced the requirement for local planning authorities to produce an Annual Monitoring Report in order to monitor policy implementation and progress made against the Local Development Scheme (LDS).

Authority Monitoring Reports (AMR) (formally known as Annual Monitoring Reports) are an important tool to monitor the implementation of the Council's LDS. Previous Government guidance on monitoring indicators has been revoked and superseded by new Planning Regulations. Although these regulations prescribe certain information that these Authority Monitoring Reports need to contain, there is significant scope for LPAs to determine what indicators to include.

The most recent AMR was published in 2014. The absence of AMRs since 2014 were noted by the Government appointed Inspector during the Local Plan Examination but was satisfied that housing land monitoring information had been annually published; and that a mechanism for monitoring of the adopted Local Plan has been put in place.

This is the first Authority Monitoring Report prepared since the adoption of the [Local Plan \(January 2020\)](#) and monitors the development plan over the period 1<sup>st</sup> April 2020 - 31<sup>st</sup> March 2021.

This AMR also reports upon the list of indicators contained within the [Monitoring and Implementation Framework at Appendix 4 of the Local Plan](#).

The following summaries the key findings of the report:

- The review of the Local Plan commenced in April 2020
- **446** new homes were completed (net), including **56** Affordable homes
- **83%** of all completions were within the four main market towns, with **33.2%** in Grantham
- As at 31<sup>st</sup> March 2020, South Kesteven had a fixed 5 year housing land supply of 4,297 dwellings equivalent to **5.26** years supply for one year (till 31<sup>st</sup> October 2021)
- No planning applications were granted contrary to the advice of the Environment Agency

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## Appendices

Appendix 1: Local Plan Monitoring and Implementation Framework (separate document).

Appendix 2: Glossary (separate document).

## Section 1: Introduction

### Overview

1.1 This is the first Authority Monitoring Report (AMR) of South Kesteven District Council's since the adoption of the [Local Plan \(2011-2036\)](#) in January 2020. It provides information on the progression of preparing Planning Policy documents and the performance monitoring information for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.

1.2 The AMR is the main mechanism for assessing the performance and progress of the Local Plan. Review and monitoring are key aspects of the Local Plan process and should be undertaken on a continuous basis. Reporting the outcome of this monitoring provides an effective mechanism for assessing the overall performance of the Planning Policy Framework, and ensures that the findings of the monitoring are used directly in review of policy when necessary.

### Requirements of the Authority Monitoring Report

1.3 South Kesteven District Council (SKDC) is required, by the Localism Act 2011 to produce and publish an AMR annually. The general requirements of what must be covered by the AMR are set out in Regulation 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012. These include:

- Assessing progress of any Local Plan and supplementary planning documents against the timetable and milestones set out in the Local Development Scheme (LDS).
- Assessing the extent to which Local Plan policies are being implemented
- Number of completed dwellings, including affordable completions
- Details and progress of Neighbourhood Plans being prepared
- Information relating to Community Infrastructure Levy (CIL) receipts and expenditure, where CIL charge has been introduced and;
- Details information relating to co-operation under the Duty to Co-operate (Section 33A).

## Content

- 1.4 The AMR is divided into four sections: Introduction, Profile of South Kesteven, AMR Requirements, and the Local Plan Monitoring Indicators.
- 1.5 Section 2 presents contextual information on the profile of South Kesteven. Section 3 sets out the requirements of the AMR including information on the Review of the Local Plan, Duty to Cooperate, Neighbourhood Planning, and Brownfield Register. Section 4 provides context information and sets out assessment of the monitoring information for each of the Monitoring Indicators set out in the [Monitoring and Implementation Appendix](#) of the Local Plan.
- 1.6 Cross reference between the Monitoring implementation framework and the report can be found in Appendix 1 which highlights where the information for each indicator can be found in the report.
- 1.7 A Glossary has been included (Appendix 2) to provide a brief explanation of the main technical terms within the report.

## Section 2: South Kesteven Profile

### Overall Context

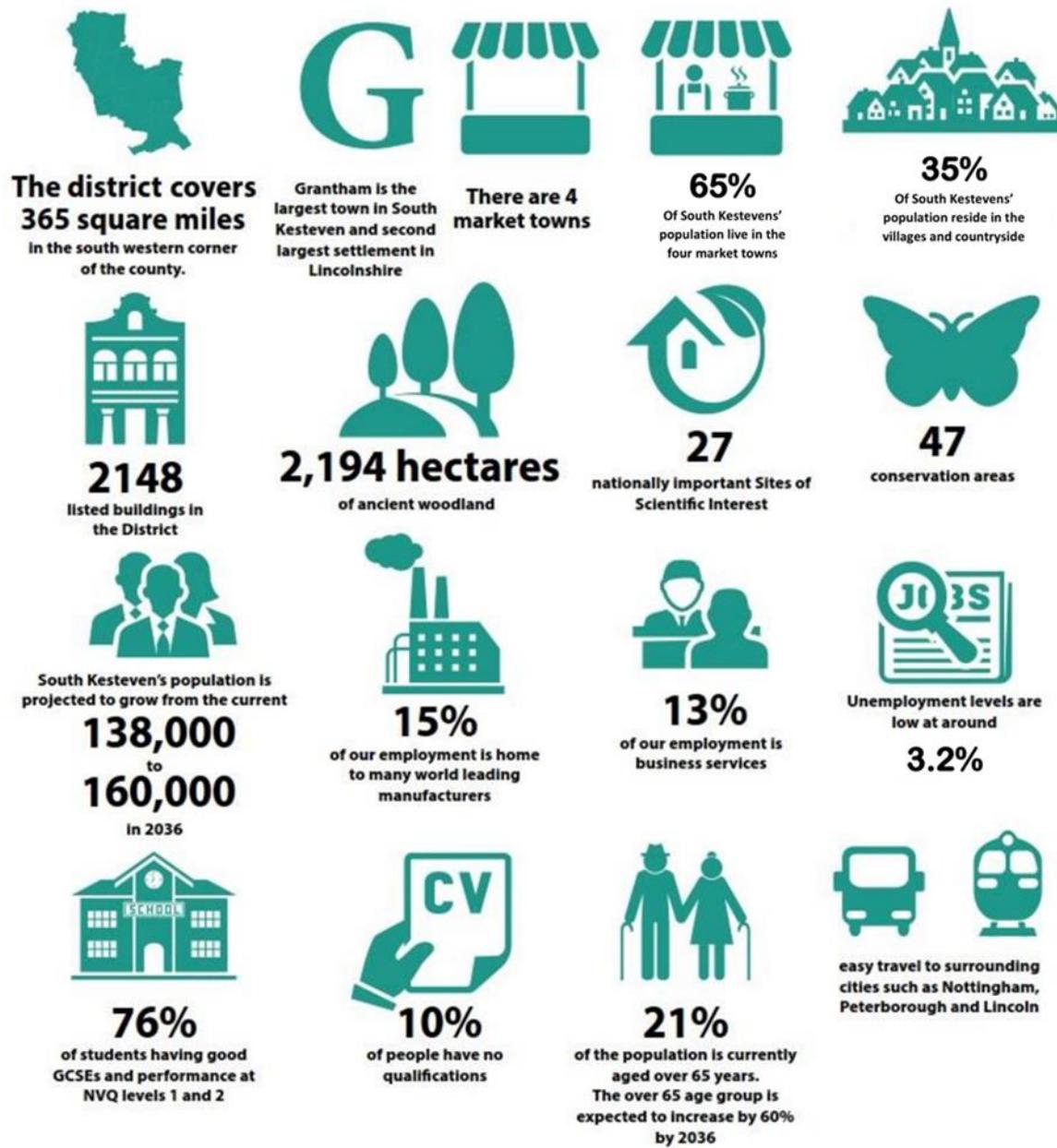


Figure 1: District Profile ([Nomis Official Labour Market Statistics](#)) – figure taken from the Local Plan (adopted January 2020)

2.1 A detailed portrait of South Kesteven including data on population, households, economy, and education can also be found at [District Area Profiles published by the Lincolnshire Research Observatory](#).

## Location

2.2 South Kesteven is one of seven districts located in Lincolnshire. It is situated in the southwest corner of Lincolnshire and covers an area of 365 square miles. The district includes the four market towns Grantham, Stamford, Bourne, and the Deepings. There are 15 larger villages (as identified in the adopted Local Plan), and many smaller villages, and hamlets.

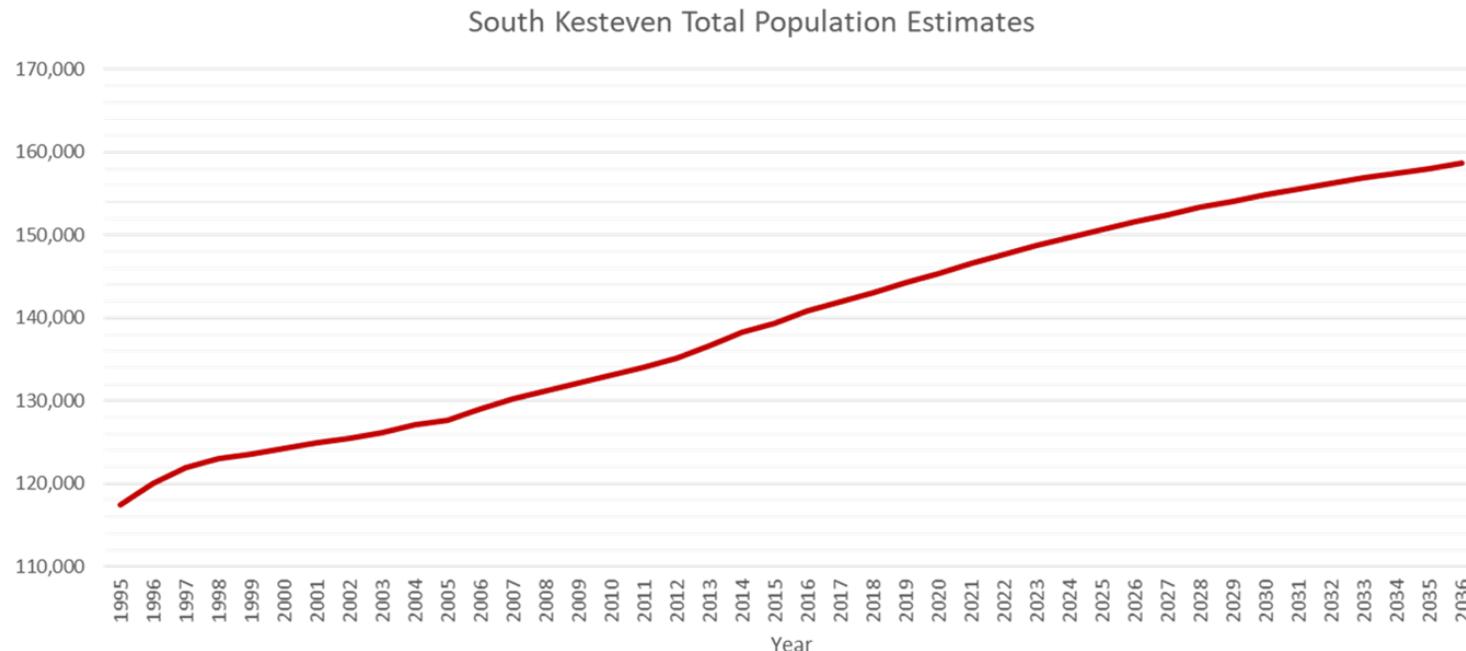
2.3 The main concentration of residents are located in Grantham, with an estimated population of over 49,998. As a growth point, Grantham has historically had strategic importance due to its location on the River Witham, Great North Road, and rail links.



Figure 2: South Kesteven in Geographical Context

## Population

2.4 There is a population of **143,225** in South Kesteven as of 2020 according to the Office for National Statistics (ONS) estimates, of this **48%** are male and **52%** are female. It is estimated that by the end of the Local Plan period (2036) the population of South Kesteven will be **158,647**.



South Kesteven	2011 Census	2012 mid-year estimate	2013 mid-year estimate	2014 mid-year estimate	2015 mid-year estimates	2016 mid-year estimates	2017 mid-year estimates	2018 mid-year estimates	2019 mid-year estimates	2020 mid-year estimates	% change 2012-2019	% change 2019-2020
South Kesteven	134,100	135,200	136,600	138,300	139,400	140,900	141,662	141,853	142,424	143,225	6.8%	0.6%

Figure 3: South Kesteven Total Population Estimates (Source: ONS 2016 based database)

## Section 3: Authority Monitoring Report Local Planning Regulations

### Local Development Scheme

3.1 This section considers whether the timetable and milestones of the preparation of documents listed in the Local Development Scheme (LDS) is being met, as required by Section 34(1) of the 2012 Regulation. The AMR covers the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 and the information below reflects this monitoring period. However, up to date progress on the preparation of the Local Plan Review can be found on the Councils website [here](#).

3.2 The LDS is a project plan to inform the community and others what strategic planning documents are being prepared over the next three years. It identifies key milestones in their preparation, including the stages where documents will be made available for consultation. The LDS was updated in August 2020. The 2020 LDS sets out the timetable for any Development Plan Document (DPD) to be prepared for the period 2020-2023.

### Local Plan

3.3 The Council is reviewing the Local Plan adopted in January 2020. The Inspector's final report on the current Local Plan (2011-2036) commits the Council to undertake an early review of the Local Plan, with submission by the end of December 2023. The review process started in April 2020.

3.4 The Issues and Options consultation ran for 6 weeks between 12<sup>th</sup> October and 23<sup>rd</sup> November 2020. It was the first opportunity for the local community to become involved in the preparation of the review of the Local Plan as it set out the scope of the review and key issues and options to be considered within the review. Alongside the Issues and Options consultation, a Call for Sites was launched to establish what land is available for development within the District. This process is ongoing.

3.5 Key milestones and timescales of the Local Plan preparation can be seen in Table 1 below. The table shows the stages that, at the end of the monitoring period, had been completed and those that were still left to complete.

Table 1: Local Plan key milestones and timescales

LP Review Stage	Proposed Date	Actual Progress
Commencement of Document preparation	April 2020	<b>Completed:</b> April 2020
<a href="#">Issues and Options + Call for Sites</a> Consultation (Regulation 18)	October 2020	<b>Completed:</b> 12 <sup>th</sup> October – 23 <sup>rd</sup> November 2020.
Draft Consultation on Local Plan Review (Regulation 18)	August 2022	
Pre Submission Consultation (Regulation 19)	April 2023	
Submission to the Secretary of State (Regulation 22)	December 2023	
Public Examination (Regulation 24)	January 2024	
Inspector's Report (Regulation 25)	November 2024	
Adoption (Regulation 25)	December 2024	

## Other Local Development Documents

3.6 The AMR should identify any Supplementary Planning Documents that have been adopted in the relevant monitoring period. No new SPD documents were adopted in the monitoring period. However, the following documents are being prepared and the proposed adoption year is highlighted in Table 2.

*Table 2: Supplementary Planning Documents*

Document	Proposed year of adoption
Design SPD	2021 (adopted November 2021)
Rectory Farm SPD	2021 (adopted November 2021)
Stamford North Development Brief SPD	2022
Developer Contributions SPD	2022

## Statement of Community Involvement

3.7 The Council has reviewed and updated the [Statement of Community Involvement \(SCI\)](#) which was adopted on 14<sup>th</sup> October 2021 (after the monitoring period). The SCI outlines how organisations and individuals can be involved in both the plan making process and consideration of planning applications. The document sets out the standards, methodology, and arrangements on how the Council will consult and report back to those engaged in the process.

3.8 The review and update included a number of significant legislative and regulatory changes to the planning system which have adjusted the publicity and consultation requirements placed upon local authorities. There has also been the introduction of the [Covid-19 Regulations \(Planning Update\)](#), which has made various changes to how planning consultations must be conducted in light of the coronavirus pandemic.

## Adopted Development Plan Documents at Time of Publication of AMR

### Local Plan 2011-2036

3.9 The [Local Plan \(2011-2036\)](#) was adopted January 2020. This document sets out the vision, objectives, spatial strategy, policies for development and allocated sites for development in South Kesteven up to 2036. It applies to the whole administrative area of SKDC.

### Other Plans: Lincolnshire Minerals and Waste Local Plan

3.10 Lincolnshire County Council are responsible for the production, monitoring and review of a [Minerals and Waste Local Plan](#) (LMWLP). The LMWLP is made up of two parts and sets out the key principles to guide future winning and working of minerals, form of waste management, development criteria, specific proposals, and policies for the provision of land for minerals and waste development in the county up to 2031.

## Neighbourhood Planning

3.11 Neighbourhood planning provides communities with the ability to directly shape their local area and the development within it. Neighbourhood plans are led by a qualifying body such as a Parish or Town Council or a Neighbourhood Forum. The plans contain a vision, aims, proposals and planning policies for improving and conserving the areas.

3.12 Following the introduction of Neighbourhood Planning with the Localism Act 2011 and the Neighbourhood Planning Regulations 2012, 21 Neighbourhood Areas have been designated in South Kesteven.

3.13 During this monitoring period, 0 Neighbourhood Plans were formally adopted.

3.14 Table 3 below, shows the latest position for Neighbourhood Planning in South Kesteven, this information is based on the most up to date information available and therefore includes information which occurred after 31<sup>st</sup> March 2021.

*Table 3: Designation Neighbourhood Plan Areas Status*

Area	Date of Regulation	Status
Barrowby	12/06/2017	Area Designated
Baston	26/06/2013	Area Designated
Bounre	23/06/2015	Area Designated
Carlby	23/09/2016	Adopted (11/03/2019)
Carlton Scroop and Normanton	13/10/2016	Area Designated
Castle Bytham	04/10/2019	Area Designated
Claypole	20/03/2014	Area Designated
Colsterworth and District	15/02/2013	Adopted (05/09/2017)
Corby Glen	24/01/2017	Area Designated
Foston	15/02/2013	Adopted (05/06/2017)
Hough on the Hill	08/01/2012	Adopted (03/07/2015)
Long Bennington	06/11/2012	Adopted (19/07/2017)
Old Somerby	15/08/2016	Adopted (29/06/2021)
Pointon and Sempringham	19/12/2016	Area Designated
Rippingale and Dowsby (formally Aveland)	23/09/2016	Area Designated
Ropsley and District	13/10/2016	Adopted (29/06/2021)
Skillington	18/06/2015	Adopted (05/09/2017)
Stamford	30/03/2016	Examination
Stubton	15/02/2013	Adopted (03/07/2015)
The Deepings	31/03/2016	Adopted (29/06/2021)
Thurlby	18/09/2014	Adopted (11/03/2019)

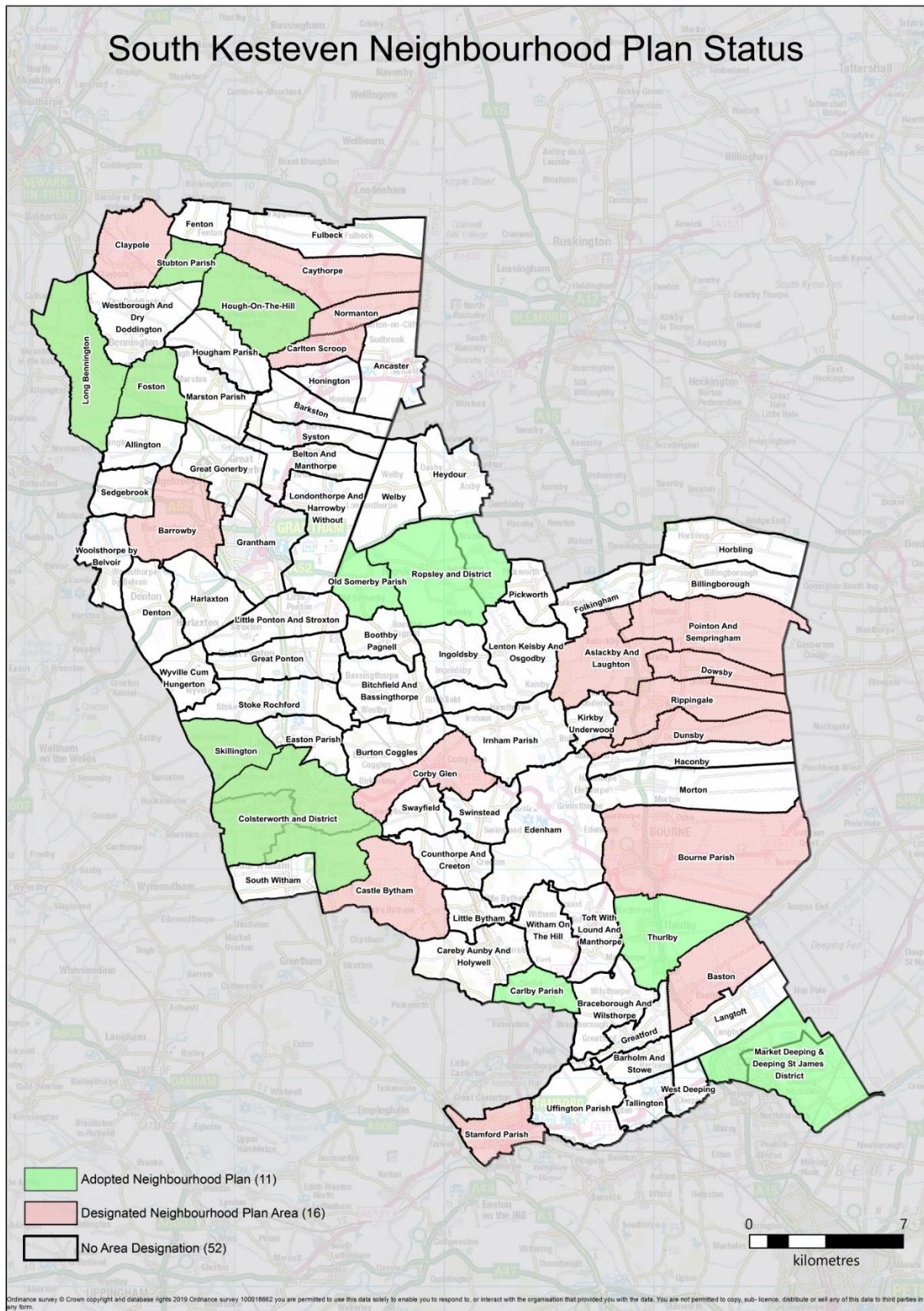


Figure 4: Neighbourhood Plan Map

3.15 You can view more information on the preparation of Neighbourhood Plans on the neighbourhood planning webpage on the Council's website [here](#).

## Duty to Cooperate

3.16 The Duty to Cooperate, introduced through the Localism Act requires local planning authorities to work with other neighbouring authorities and other prescribed bodies on preparing development plan documents.

3.17 South Kesteven, has been involved in and has undertaken a range of strategic planning matters, including meetings with neighbouring authorities adjoining the boundary of the district and within the Peterborough sub-regional Housing Market Area (HMA).

3.18 Key strategic matters include:

- Stamford North, a cross boundary Local Plan allocation which extends into Rutland County. The development is anticipated to deliver around 1,300 homes within South Kesteven as well as key infrastructure, services and facilities. The Local Plan policy make reference to the site extending into Quarry Farm, Rutland with an additional capacity of 650 dwellings. SKDC has been liaising with Rutland County Council on the delivery of Stamford North, including the preparation of a Supplementary Planning Document. In September 2021, the draft Rutland Local Plan was withdrawn. However, the Councils and stakeholders continue to work collaboratively on the future of Stamford North.
- Assessing the accommodation needs of Gypsies, Travellers and Travelling Showpeople. The Council has commissioned a study to inform the emerging Local Plan. The study will assess need and identify the accommodation requirements of the Gypsy, Traveller, and Travelling Showpeople communities. This includes liaising with neighbouring authorities due to the transient nature of the community.
- The Council has also been working collaboratively with Rutland County Council and other statutory bodies on the development of the [Design Guidelines for Rutland and South Kesteven](#) Supplementary Planning Document (adopted November 2021).
- As the Local Plan Review commenced, the Council consulted a range of stakeholders which included neighbouring authorities and other statutory bodies on the Issues and Options consultation report.

3.19 Throughout, the review of the Local Plan, the Council will continue to engage in the context of the Duty to Cooperate with neighbouring authorities and other organisations, some of the key partners are: Local Authorities within the sub-regional Peterborough HMA, Environment Agency, Historic England, Natural England, Highways England, Network Rail, Upper Witham Internal Drainage Board, NHS Local Area Team, National Grid UK, Greater Lincolnshire Nature Partnership, Anglian Water, Lincolnshire Wildlife Trust, Severn Trent Water.

3.20 The Council intends to submit the Local Plan by the end of December 2023, and this will be accompanied by a full Duty to Cooperate Statement.

## Community Infrastructure Levy

3.21 The Community Infrastructure Levy legislation was introduced in April 2010 and this allows local authorities to levy a charge to raise contributions from developers to help pay for strategic infrastructure that is needed as a result of development. It is intended to supplement other funding streams to ensure that new development infrastructure can be provided to support local growth and to give councils and communities more choice and flexibility in how they fund infrastructure.

3.22 A decision on the introduction of CIL has not been made. The Council intends to review the current [Planning Obligations Development Plan Document](#) (June 2012) once the Government's Planning White Paper has been published.

## Brownfield Register

3.23 The Council is required to prepare and publish annually a [Brownfield Land Register](#). This provides information on brownfield (previously developed) land that is suitable for housing. The inclusion of a site on the Brownfield Land Register is required to meet certain assessment criteria set out in Regulations.

3.24 The Register can consist of two parts;

- Part 1 is a list of all Brownfield sites considered to be appropriate for residential development
- Part 2 is made up of sites which have been taken forward from Part 1 of the Register and given Planning Permission in Principle

3.25 There are 12 sites on Part 1 of the Register, there are currently no sites in Part 2 of the register.

## Implementation of Policy

3.26 The Town and Country Planning (Local Development) (England) Regulations 2012 (Regulation 34) require the AMR to identify any policies in a Local Plan that are not being implemented and explain the reasons why. There are no policies in the current Local Plan that are not being implemented. All policies remain part of the Development Plan.

## Section 4: Monitoring

### Housing in South Kesteven

- 4.1 The Strategic Housing Market Assessment (SHMA) update (2017) established an Objectively Assessed Need (OAN) for South Kesteven of 16,125 dwellings from 2011 to 2036, which equates to 650 new homes (uplifted from 625 from 2016 per annum).
- 4.2 A total of 448 dwellings were completed within the monitoring period (with a net completion figure of **446** dwellings).
- 4.3 The net cumulative and annual completions since 2011/12 monitoring period have been set out in Table 4.

*Table 4: Net Housing Delivery from 1st April 2011 to 1st April 2021*

Year	Annual Target	Units Delivered	Cumulative total since start of the plan period
2011/12	625	494	494
2012/13	625	497	991
2013/14	625	541	1532
2014/15	625	652	2184
2015/16	625	495	2679
2016/17	650	454	3133
2017/18	650	428	3561
2018/19	650	676	4237
2019/20	650	729	4966
2020/21	650	<b>446</b>	5412
Survey Year (2012-2016)		269	<b>5681</b>
District Total		<b>5681</b>	

- 4.4 A physical survey was undertaken in 2015/16 of all outstanding commitments. This was considered necessary as a number of sites (particularly small sites) were known to have been completed but still featured on the commitment list as sites under construction but not completed. As a result of the survey the sites are now counted as completions (Survey Year (2012-2016)). However, the actual year of completion cannot be confirmed.

Table 5: Completion by Settlement Designation (2020/21)

Settlement	Settlement Designation	2020/2021
Barholm and Stowe	Smaller Village	3
Barrowby	Larger Village	1
Billingborough	Larger Village	2
Bitchfield and Bassingthorpe	Countryside	1
Bourne	Market Town	89
Careby Aunby and Holywell	Countryside	1
Carlby	Smaller Village	1
Castle Bytham	Smaller Village	5
Corby Glen	Larger Village	2
Deeping St. James	Market Town	20
Dunsby	Smaller Village	2
Dyke	Smaller Village	1
Edenham	Smaller Village	4
Foston	Smaller Village	1
Grantham	Market Town	124 (-1)
Great Ponton	Smaller Village	1
Haconby	Smaller Village	4
Harlaxton	Larger Village	1
Hougham	Smaller Village	3
Long Bennington	Larger Village	9
Market Deeping	Market Town	65
Marston	Smaller Village	1
Morton	Larger Village	4
North Witham	Smaller Village	1
Pickworth	Smaller Village	2
Pointon And Sempringham	Smaller Village	1
Rippingale	Smaller Village	1
Ropsley	Smaller Village	3
Sedgebrook	Smaller Village	1
Skillington	Smaller Village	3
South Witham	Larger Village	2
Stamford	Market Town	75(-1)
Swayfield	Smaller Village	1
Swinstead	Smaller Village	2
Tallington	Smaller Village	3
Thurlby and Northorpe	Larger Village	4
Twenty	Smaller Village	2
Westborough And Dry Doddington	Smaller Village	1
Wilsthorpe	Countryside	1
Demolitions/Loss		-2
<b>Total</b>		<b>446</b>

Number and Percentage of dwellings completed by location in accordance with Policy SP2.  
(Policy SP1, Policy SP2, Policy H1)

Table 6: Annual Housing Completions by Location and total percentage completed by settlement (2020/21)

Settlement	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Survey Year (2012-16)	2019/20	2020/21	Total Percentage completed by settlement
Grantham	145	107	221	224	185	72	150	217	58	230	123	30.5%
Stamford	78	82	41	38	32	141	71	161	27	187	74	16.4%
Bourne	129	154	149	216	149	136	121	240	45	200	89	28.6%
The Deepings	60	82	42	131	68	40	14	15	29	37	85	10.6%
Larger villages	56	55	58	32	55	44	41	29	68	61	25	9.2%
Smaller villages	26	17	30	11	6	21	31	14	42	12	47	4.51%
Other Settlements	0	0	0	0	0	0	0	0	0	2	3	0.19%
District Total	494	497	541	652	495	454	428	676	269	729	446	100%

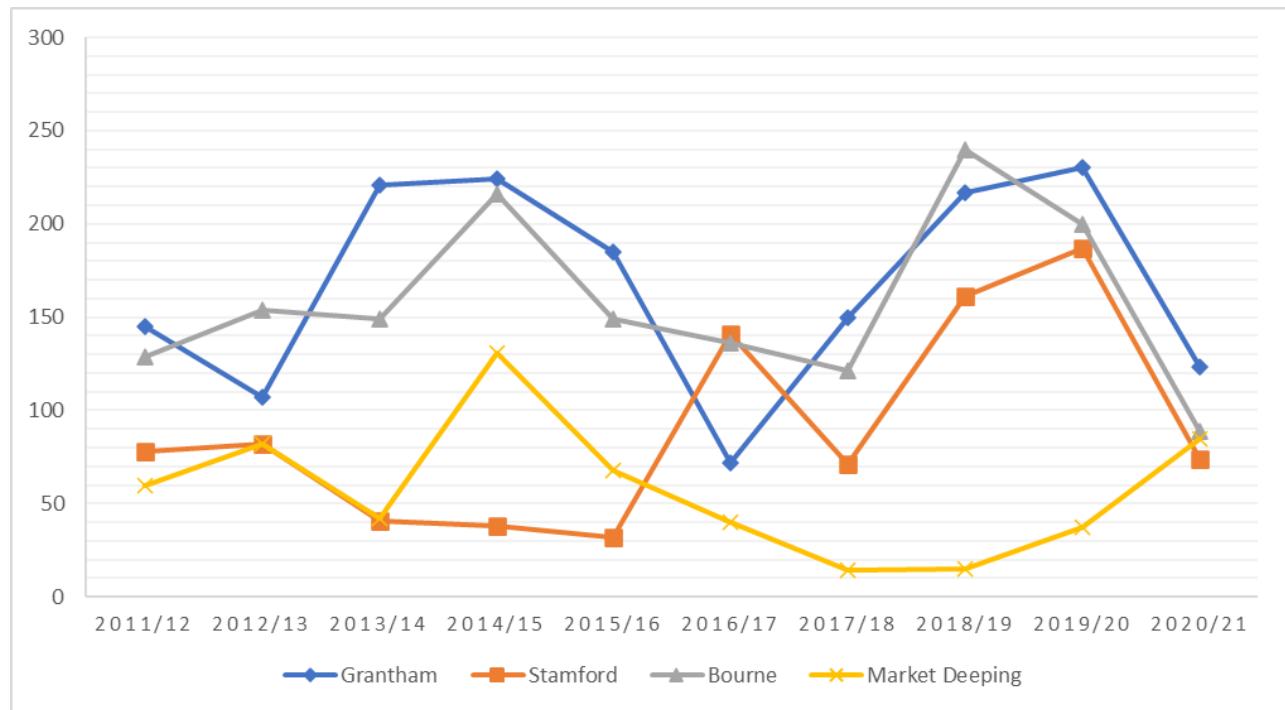


Figure 5: Completion Trends in Market Towns (not including Survey Year (2012-16))

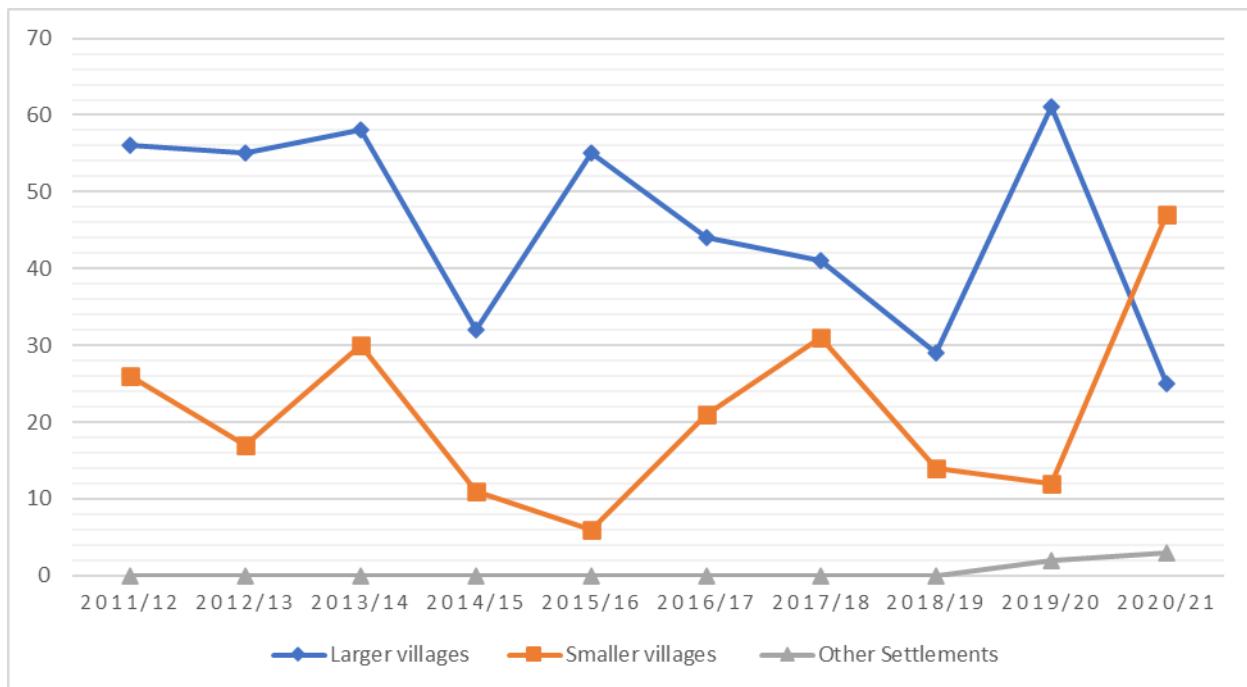


Figure 6: Completion Trends in Villages and Other Settlements (not including Survey Year (2012-16))

Please note other settlements are those not listed in Policy SP2 of the Local Plan (2011-2036) – data only available since 2019/20.

4.5 During this monitoring period completions in the four main towns accounted for **83%** of all completions with completions in Grantham accounting for **33.2%** of urban completions.

4.6 Please note the *other settlements* category was included as a category this monitoring year to reflect settlement designations in Policy SP2 – Settlement Hierarchy. Previously, all settlements which were not a Market Town or Local Service Centre (now known as Larger Village) were included into the category of Smaller Villages.

#### Lapsed Sites (Policy H1)

4.7 Sites are removed from a list of housing commitments when the planning application has expired three years from the decision date without implementation, commencement, or any additional planning permission. This year, 14 small site (1-9 dwellings) permissions were non-implemented that expired by 31<sup>st</sup> March 2021.

#### Loss of Housing (Policy H1)

4.8 The total number of demolitions during this AMR is 2, which have been calculated against the total completions. To avoid double counting sites where demolitions are part of a larger site demolitions are deducted and not accounted for. Similarly any replacement dwellings have not been counted. There was no loss of residential units to other use classes during this AMR period.

## Housing Allocation Completions

Table 7: Housing Allocations against number of commitments and completions

Policy Code	Settlement	Location	Commitments	Completions
GR3-H1	Grantham	Spitalgate Heath – Garden Village	0	0
GR3-H2	Grantham	Rectory Farm (Phase 2 North West Quadrant)	0	0
GR3-H3	Grantham	Rectory Farm (Phase 3 North West Quadrant)	0	0
GR3-H4	Grantham	Prince William of Gloucester Barracks	0	0
STM1-H1	Stamford	Stamford North	0	0
STM1-H2	Stamford	Stamford East	0	0
DEP1-H1	The Deepings	Towngate West	0	0
DEP1-H2	The Deepings	Land off Linchfield Road	0	0
BRN1-H1	Bourne	Manning Road	0	0
BRN1	Bourne	Bourne Neighbourhood Planning Group	0	0
LV-H1	Ancaster	Wilsford Lane (North)	0	0
LV-H2	Ancaster	Wilsford Lane (South)	0	0
LV-H3	Barrowby	Low Road	<b>49</b>	0
LV-H4	Colsterworth	Bourne Road	0	0
LV-H5	Corby Glen	Swinstead Road/ Bourne Road	0	0
LV-H6	Great Gonerby	Easthorpe Road	<b>46</b>	0
LV-H7	Long Bennington	Main Road (South)	0	0
LV-H8	Long Bennington	Main Road (North)	0	0
LV-H9	Morton	Folkingham Road	0	0
LV-H10	South Witham	Thistleton Lane and Mill Lane	0	0
LV-H11	South Witham	Land North of High Street	0	0
LV-H12	Thurlby	Part of Elm Farm Yard	0	0

\*Two allocations (LV-H3 and LV-H6) granted planning permission for all/part of site.

### Affordable Housing Contributions (Policy H2)

4.9 The Local Plan Policy H2 requires that all sites of 11 or more dwellings (or greater than 1000m<sup>2</sup> gross floorspace) should make provision for affordable housing and, where this is provided on site, up to 30% of total capacity of the scheme should be affordable or 20% in the urban area of Grantham.

4.10 Between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021 there were 56 affordable housing completions. Of these 4 sites they delivered 35% or 20% in the urban area of Grantham. Affordable dwelling completions accounted for 12.56% of the total number of housing completions during the AMR year. 100% of affordable completions were in the 4 market towns and 100% of dwellings were delivered through negotiated provision on market housing sites and secured by a S.106 agreement.

*Table 8: Affordable Housing Completions by Tenure and Locations*

Location	Social Rent	Affordable Rent	Intermediate Rent	Shared Ownership	Discounted Open Market	Rent to Buy	Total
<b>Grantham</b>	0	0	0	3	0	0	3
<b>Stamford</b>	0	7	0	21	0	0	28
<b>Bourne</b>	0	0	0	0	0	0	0
<b>The Deepings</b>	0	15	0	10	0	0	25
<b>Larger Villages</b>	0	0	0	0	0	0	0
<b>Smaller Villages</b>	0	0	0	0	0	0	0
<b>Total</b>	0	22	0	34	0	0	<b>56</b>

*Table 9: Annual Affordable Housing Completions (2011-2021)*

Settlement	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Grantham</b>	9	0	0	27	78	8	53	0	76	3
<b>Stamford</b>	0	14	0	11	20	14	51	23	58	28
<b>Bourne</b>	27	12	25	24	17	0	30	36	22	0
<b>The Deepings</b>	65	5	29	23	30	0	0	0	0	25
<b>Larger villages</b>	16	25	27	4	15	6	0	12	2	0
<b>Smaller villages</b>	0	0	10	0	0	0	5	7	0	0
<b>District Total</b>	<b>117</b>	<b>56</b>	<b>91</b>	<b>89</b>	<b>160</b>	<b>28</b>	<b>139</b>	<b>78</b>	<b>158</b>	<b>56</b>

## Housing Land Supply

4.11 The National Planning Policy Framework requires Local Planning Authorities to identify a five-year supply of deliverable sites available for housing.

4.12 The five year housing land supply assessment for 2020-2025 was confirmed through an Annual Position Statement. The Inspector's report confirmed that the Council has a housing land supply equivalent to 5.26 years' supply of deliverable sites for one year i.e. until 31<sup>st</sup> October 2021. This is made up of the following:

*Table 10: 5 Year Housing Land Supply*

<b>Supply</b>	<b>Total</b>
Small Sites with planning permission, including under construction	595
Windfall Allowance expected to contribute to the supply in later years (2022/23 - 2024/25)	90
Large sites with Planning Permission not under-construction	390
Large Sites Under-construction	696
Sustainable Urban Extensions with Planning Permission	521
Local Plan Allocations (Deliverable Sites)	1869
Council Capital Programme	136
<b>Total</b>	<b>4297</b>

4.13 The Liverpool Method was used to calculate the 5 year supply to meet the shortfall of 490 dwellings over the remainder of the plan period. Furthermore, due to past under delivery, a 20% buffer was applied to the 5 year requirement.

4.14 Table 11 sets out the 5 year land supply using the Liverpool Method, and a 20% buffer.

*Table 11: 5 Year Housing Land Supply Calculation*

<b>Housing Requirement for development plan period 2011 - 2036</b>		<b>Number of Dwellings</b>
a	2011-2036	16125
b	Net additions 2011-2036	5235
c	Shortfall of housing 2011-2019	490
d	Requirement for 16 years 2020-2036 (650 * 16) plus shortfall	10,890
e	Requirement for 5 years 2020-2025 (including shortfall ((d/16)*5)	3403
f	20% Buffer required	681
g	Total requirement, including shortfall, plus buffer	4084
h	Expected supply of deliverable sites to 2025	4297
j	Surplus over requirement (h-g)	213
k	Number of years supply (h/g)*5	<b>5.26</b>

4.15 A subsequent Annual Position Statement was submitted in July 2021, a decision was made in October 2021 and replaces this position.

4.16 Further information on the Annual Position Statement can be found at the following link [www.southkesteven.gov.uk/APS](http://www.southkesteven.gov.uk/APS)

### Self-build and Custom Housebuilding Register (Policy H3)

4.17 From April 2016, the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) places a number of obligations on all relevant authorities. This includes keeping a register of all individuals and associations of individuals who wish to acquire serviced plots of land to build their own homes in the authority's area. Local Authorities are to have regard to those registers in carrying out their planning, housing, land disposal and regeneration functions.

4.18 Local Authorities are also required to grant permissions for sufficient plots of land to meet the demand as demonstrated by the Register arising in each base period. The authority has three years from the end of each base period within which to grant permissions for the equivalent number of plots suitable for self-build and custom housebuilding as there are entries for that base period.

4.19 The Self-build and Custom Housebuilding Register is split into the relevant 'base periods'. Base Period 1 ran April 2016 – 30<sup>th</sup> October 2016, every subsequent base period is from 31<sup>st</sup> October to 30<sup>th</sup> October. The most recent base period ran from 31<sup>st</sup> October 2019 to 30<sup>th</sup> October 2020 inclusive.

4.20 Table 12 below sets out the total number of individuals and groups registered on the Self-build and Custom Housebuilding Register, per base period as at 30<sup>th</sup> October 2020. 135 entries are for individuals, there is also 1 group of 5 individuals on the Register.

*Table 12: Number of Self-build and Custom Housebuilding Individuals/Groups registered by base period*

Base Period	Number of individuals on register	Number of groups on register	Total individuals within Groups
April 2016 - 30th October 2016	17	0	0
31st October 2016- 30 October 2017	39	0	0
31st October 2017 – 30th October 2018	32	0	0
31st October 2018 – 30th October 2019	22	0	0
31st October 2019 – 30th October 2020	25	1	5
Total	135	1	5

4.21 All entries on the Register entered interests in the number of bedrooms. Table 13 sets out the number of people on the Register per base period, against the number of beds which would be required in a custom/self build home. The overall preferred preference is 4 bedoomed homes, 14 entries were undecided.

Table 13: Number Individuals/Groups on the Register per base period, against the number of beds required

Base Period	Number on register	Number of Bedrooms					
		1	2	3	4	5	Undecided
April 2016 - 30 <sup>th</sup> October 2016	17	0	2	4	9	1	1
31 <sup>st</sup> October 2016- 30 October 2017	39	1	3	13	14	6	2
31 <sup>st</sup> October 2017 – 30 <sup>th</sup> October 2018	32	0	0	9	15	4	4
31 <sup>st</sup> October 2018 – 30 <sup>th</sup> October 2019	22	1	2	4	9	3	3
31 <sup>st</sup> October 2019 – 30 <sup>th</sup> October 2020	25	0	3	6	9	4	4
<b>Total</b>	<b>136</b>	<b>2</b>	<b>10</b>	<b>36</b>	<b>56</b>	<b>18</b>	<b>14</b>

4.22 Section 2A of the Housing and Planning Act 2015 requires Local Authorities to grant planning permission for enough serviced plots of land for self-build and custom housebuilding in each base period. The obligation to give suitable development permission is determined by reference to individual base periods, the most recent ran from 31<sup>st</sup> October 2017- 30<sup>th</sup> October 2020 inclusive.

4.23 Since 31<sup>st</sup> October 2020, 6 permissions specifically indicating as self-build plots have been granted permission, as part of one larger scheme, against the requirement of 140.

Table 14: Base Period against permissions required

Base Period	Number of individuals/groups on register	3 year period within which the requirement must be met	Permissions granted to meet the requirements*
April 2016 - 30th October 2016	17	31 <sup>st</sup> October 2016 – 30 <sup>th</sup> October 2019	
31st October 2016- 30 October 2017	39	31 <sup>st</sup> October 2017 – 30 <sup>th</sup> October 2020	6
31st October 2017 – 30th October 2018	32	31 <sup>st</sup> October 2018 – 30 <sup>th</sup> October 2021	
31st October 2018 – 30th October 2019	22	31 <sup>st</sup> October 2019 – 30 <sup>th</sup> October 2022	
31st October 2019 – 30th October 2020	25 (& 1 group (5 individuals))	31 <sup>st</sup> October 2020 – 30 <sup>th</sup> October 2023	
<b>Total</b>	<b>140</b>		<b>6</b>

Details on permission granted have been attained through the latest available monitoring data.

4.24 Please note monitoring is not currently available for single plots which may have come forward as custom/self build housing within this base period.

4.25 Taking into account planning permissions specifically indicating Self-build and Custom Housebuilding the Council does not at present have enough sustainable permissions in respect of plots to meet the demand for Self-build and Custom housing arising over the first or second base periods.

4.26 Policy H3 Self and Custom Build requires the provision of 2% of Self-Build and Custom housing on large housing schemes of 400 or more units. No sites meeting this criteria were approved during this AMR period.

4.27 The Council will continue to monitor the number self-build and custom housing, however it must be considered that not all self-build and custom housing will be identified as such on planning applications.

4.28 The Register is publicised on the Council's website, individuals or groups can apply to be included on the Register [here](#).

#### Meeting all Housing Needs (Policy H4)

4.29 The National Planning Policy Framework requires an appropriate mix of house types to be provided on development sites taking account of the findings of the Strategic Housing Market Assessment (SHMA). The SHMA (2014) recommends that housing provision in South Kesteven should be monitored against the broad mix of market and affordable provision over the period to 2036 as shown in Table 15 below.

*Table 15: SHMA Recommended Housing Types*

Type	Number of Bedrooms			
	1	2	3	4+
Market	0-5%	30-35%	45-50%	15-20%
Affordable	20-25%	40-45%	23-30%	5-10%

4.30 Table 16 indicates that a mix of house types have been provided in the district this AMR. 3 bedroomed homes are the most prominent size of housing delivered in the district. Table 17 below, shows that a greater value of Semi-detached and Detached homes were delivered this AMR.

*Table 16: Dwelling Completions by Bedroom Size*

Size of Housing	Market		Affordable		Total	
	Number	%	Number	%	Number	%
1 bedroom	32	8.21%	9	16.07%	41	9.19%
2 bedroom	45	11.54%	26	46.43%	71	15.92%
3 bedroom	172	44.10%	19	33.93%	191	42.83%
4+ Bedroom	141	36.15%	2	3.57%	143	32.06%
Total	<b>390</b>	100.00%	<b>56</b>	100.00%	<b>446</b>	100.00%
% in tenure	<b>87.44%</b>		<b>12.56%</b>		<b>100.00%</b>	

*Table 17: Dwelling Completions by House Type*

Type	House Type					
	Semi Detached	Detached	Terrace	Flats/ Maisonettes	Live/Work Units	Quarter House
Market	101	189	51	48	1	0
Affordable	19	3	19	11	0	4
Total	120	192	70	59	1	4

## Gypsies and Travellers (Policy H5) and Travelling Showpeople (Policy H6)

4.31 In November 2015, SKDC and Rutland County Council commissioned an updated Gypsy and Traveller Accommodation Assessment (GTAA). The GTAA quantified the accommodation and housing related needs of Gypsies and Travellers (including Travelling Showpeople) for the period 2016-2036. For South Kesteven there is an identified need for 32 Gypsy and Traveller residential pitches and 9 plots for Travelling Showpeople for the first five years (2016-2021).

4.32 For this AMR there was 1 additional pitch granted planning permission in the district at Harrowby Lane (S20/2223). The application was approved December 2020 for an additional pitch and was also completed this monitoring year.

4.33 Table 18 shows the cumulative totals of Gypsy and Travellers and Travelling Showpeople pitches since 2011/12.

*Table 18: Cumulative Completed Gypsy and Traveller and Travelling Showpeople pitches/plots*

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Gypsy and Travellers</b>										
<b>Permanent Planning Permission</b>	36	36	46	46	46	49	49	49	51	52
<b>Temporary Planning Permission</b>	0	0	0	0	0	0	0	0	0	0
<b>Caravans on travellers own land 'tolerated'</b>	Not Known	3	3	3	3					
<b>Travelling Showpeople</b>										
<b>Travelling Showpeople Plots</b>	13	13	13	13	13	13	13	13	13	13

### *Current Appeals*

- Gypsy and Traveller pitches, in Fulbeck (S20/2128) was refused February 2021, an appeal is in progress.
- 6 pitches and 6 transit pitches, in Cold Harbour (Grantham) (S18/0944) was refused May 2019. The appeal was allowed 11<sup>th</sup> November 2021 (after this AMR).

4.34 SKDC has recently commissioned consultants to review the Gypsy and Traveller Study. The evidence base will inform the review of the Local Plan by assessing the need and updating the requirement given the shortfall in provision through the current plan.

## Economic Prosperity

4.35 The Employment Land Study produced in 2015 provides information on projections over the Plan Period (2011-2036). As part of the Local Plan Review, the Employment Study is being reviewed, any further monitoring information will be published when available.

4.36 The Local Plan includes a number of Strategic Employment Sites and Employment Allocations which are due to be delivered over the Plan period. The current status of the allocations can be found in Table 19.

### Employment Opportunity (Policy E1)/Strategic Employment Sites (Policy E2)/ Employment Allocations (Policy E3)

Table 19: New employment on Policy E1, E2 and E3 committed or completed by use class

Policy Code	New employment committed	Amount of other Employment generating uses committed
E1: Grantham Southern Gateway Employment Opportunity	KING31 Commercial (OUT) (S17/1045) for B1, B2, B8 use comprising of 5,313 sqm.	Designer Outlet Village (S17/1262) Phase 1 - 20,479 sqm (GEA (A1, A3) Storage (1,267sqm) Phase 2 – 12,550sqm (GEA) (A1, A3) Storage (2,228sqm) hotel (s,778sqm).
Policy Code	New Employment committed or completed	
E2: ST-SE1 Exeter Fields, Empingham Road, Stamford	No relevant applications	
E2: BO-SE1 Land South of Spalding Road, Bourne	No relevant applications	
E2: DEP-SE1 Extension to Northfields Industrial Estate, Market Deeping	No relevant applications	
E2: RBP-E1 Roseland Business Park	Outline planning commitments (S18/2384, S18/2385, S18/2386, and S18/2387) for B1/B2/B8 use comprising a total of 27,336.6sqm additional industrial floor space to existing Roseland Business Park site.	
E3: ST-E1 Land East of Ryhall Road, Stamford	No relevant applications	
E3: BO-E1 Adjacent to A151 Raymond Mays Ways, Bourne	No relevant applications	
E3: BO-E2 Land Fronting Peterborough Road, Market Deeping	Outline planning commitment (S14/3585) for development use of B1/B2/B8 use comprising of 10,000sqm. Reserved Matters (S18/1547) pending consideration.	
E3: GR-E1 Prince William of Gloucester Barracks, Grantham	No relevant applications	

4.37 During this AMR period:

Protection of Existing Employment Sites (Policy E4)

- No developments were refused and then supported at appeal when citing Policy E4.
- There was no loss from existing employment sites as defined in Policy E4.

Expansion of Existing Businesses (Policy E5)

- No developments were refused and supported at appeal when citing Policy E5.
- 585.3 square metres (*gross new internal floorspace*) of new employment land was permitted resulting in the expansion of an existing building.

Loss of Employment Land and Buildings to Non-Employment Uses (Policy E6)

- No developments were refused and supported at appeal when citing Policy E6.
- 10 buildings were lost to non-employment uses.

Rural Economy (Policy E7)

- Two planning applications were supported, and one application was dismissed at appeal when citing Policy E7.

Other Employment Proposals (Policy E8)

- There were no developments refused and then supported at appeal relating to other employment proposals (Policy E8).

Visitor Economy (Policy E9)

- Two applications, one for 5 holiday pods and one for 3 holiday lodges were refused and supported at appeal (with conditions) when citing Policy E9.

**Protecting and Enhancing the Natural and Built Environments**

Landscape Character (Policy EN1)

4.38 The district can be divided into four National Landscape areas, and further subdivided into seven Landscape Areas, each with its own distinctive characteristics. Policy EN1 ensures that development is appropriate to the character and significant natural historic and cultural attributes and features of the landscape.

4.39 During this AMR period, two planning applications were supported, and three applications was dismissed at appeal when citing Policy EN1.

4.40 Both applications supported at appeal were refused based on the previous Development Plan (Core Strategy (2010)). Since the determination of the applications and at the time of the appeal, the new SKDC Local Plan (2011-2036) was adopted (January 2020) replacing the previous Development Plans and was therefore, considered against the relevant policies of the new Local Plan at appeal.

### Protecting Biodiversity and Geodiversity (Policy EN2)

4.41 South Kesteven has a variety of nature reserves and protected sites, and we want to minimise the impact of biodiversity and wildlife, to ensure there is no impact on nature consideration interests from developments.

4.42 In South Kesteven, there has been no net loss of Local Sites. In total, there are 247 Local sites, of these 232 are Local Wildlife Sites and 15 are Local Geological Sites.

4.43 All nature sites currently present within South Kesteven can be found in Table 20 below.

*Table 20: Nature Sites*

<b>Designation</b>	<b>Number of Sites</b>
Nature 2000 (Special Areas of Conservation)	2
Sites of Special Scientific Interest (SSSI)	27
National Nature Reserves (NNRs)	None
Local Wildlife Sites (LWS)	232
Sites of Nature Conservation Interests (SNCI)	64
Local Geological Sites (LGS)	15
Regionally Important Geological and Geomorphological sites (RIGs)	4

4.44 Two applications were supported (one refused based on the Core Strategy and determined at appeal against the new Local Plan). One planning application was dismissed at appeal when citing Policy EN2.

### Green Infrastructure (Policy EN3)

4.45 The Council is working to ensure the promotion of green infrastructure, prioritising proposals that contribute to net gain and enhancement of green infrastructure. Developments should ensure that existing and new green infrastructure is considered and integrated. During this AMR, there were no developments refused and supported at appeal relating to Green Infrastructure networks (Policy EN3). One application was dismissed at appeal when citing Policy EN3.

### Pollution Control (Policy EN4)

4.46 The National Planning Policy Framework sets out the need for local authorities to consider the impact of new development on noise, air, and light pollution, to ensure that new developments do not harm existing and future residents, or the natural environment. There were no developments refused and supported at appeal relating to Pollution Control (Policy EN4), one application was dismissed at appeal when citing Policy EN4.

### Reducing the Risk of Flooding (Policy EN5)

4.47 Development should be located in the lowest areas of flood risk, in accordance with the South Kesteven Strategic Flood Risk Assessment. During this AMR, no planning applications were refused and supported at appeal relating to the water environment and

flood risk management (Policy EN5), three applications were dismissed at appeal when citing Policy EN5. Furthermore, no applications were approved contrary to Environment Agency advice on flooding and water quality ground.

#### The Historic Environment (Policy EN6)

- 4.48 The Council seeks to protect and enhance heritage assets and their setting in keeping with the policies in the National Planning Policy Framework. To date a number of conservation area appraisals have been produced and 47 conservation areas declared.
- 4.49 The district has the following designated heritage assets.

<b>Conservation Areas</b>	47
<b>Listed Buildings</b>	2148
<b>Scheduled Monuments</b>	95
<b>Historic Parks and Gardens</b>	9

- 4.50 Three planning applications were supported (one refused on Core Strategy and determined at appeal on the New Local Plan). Seven applications were dismissed at appeal when citing Policy EN6.

#### Protecting and Enhancing Grantham Canal (Policy EN7)

- 4.51 The Local Plan requires future development proposals to both protect and enhance the 33 mile long Grantham Canal that runs through the district. There were no developments refused and supported at appeal relating to the protection and enhancement of the Grantham Canal (Policy EN7).

### **The Built Environment**

#### Promoting Good Quality Design (Policy DE1)

- 4.52 The Council wants to ensure high quality design is achieved throughout the district, and plan positively for the achievement of high quality and inclusive design for all development. During this AMR period, six planning applications were supported (two refused on Core Strategy and determined at appeal on the New Local Plan). 21 applications were dismissed at appeal when citing Policy DE1.

#### Sustainable Building (Policy SB1)

- 4.53 Planning plays a key role in delivering reductions to greenhouse gas emissions, minimising vulnerability, and providing resilience to climate change. The Local Plan expects development proposals to mitigate against and adapt to climate change, to comply with national and contribute to local targets on reducing carbon emissions and energy.
- 4.54 There were no developments refused and supported at appeal when citing Policy SB1.

### Open Space (Policy OS1)

4.55 The Local Plan sets out the standards to be used to ensure the availability of adequate open space for all areas, to ensure adequate provision for each type of open space, based on existing and future needs. During this AMR, one application was refused and then dismissed at appeal when citing Policy OS1.

### **Renewable Energy Generation**

#### Renewable Energy Generation (Policy RE1)

4.56 The Council is the responsible local planning authority for renewable and low carbon development. Proposals for renewable energy generation will be supported subject to meeting criteria in Policy RE1 and the accompanying Renewable Energy Appendix to the Local Plan. During this AMR, there were no developments refused and supported at appeal relating to proposals for renewable energy (Policy EN7).

### **Grantham's Historic Environment**

#### Protecting and Enhancing the Setting of Belton House and Park (Policy GR1)

4.57 Belton House and its Historic Park and Garden are nationally, and internationally significant heritage assets located in close proximity to the northern edge of Grantham. Protecting and enhancing the setting, to the extent defined in the adopted Belton House and Park Study, is important in maintaining its significance as a heritage asset. During this AMR, there were no developments refused and supported at appeal when citing Policy GR1.

### **Sustainable Transport in Grantham**

#### Sustainable Transport in Grantham (Policy GR2).

4.58 The growth of Grantham requires an efficient transport network which enables services and facilities to be accessible to all, whilst also helping to reduce congestion and minimise the environmental impact of transport, particularly through the town centre.

4.59 Contributions to necessary transport improvements and delivery of the objectives of the Grantham Transport Strategy will be reported in future AMRs, when the data becomes available.

## Town Centres

### Town Centre Policies (Policy GR4, STM2, BRN2, DEP2)

4.60 South Kesteven has four main market towns: Grantham, Stamford, Bourne, and The Deepings. Grantham is the largest town and the second largest settlement in Lincolnshire.

4.61 The Local plan Town Centre policies seek to encourage retail proposals that support the roles of the four market towns within the district.

4.62 During this AMR period:

- No new floor space in the four town centres was permitted
- One application for the change of use was refused contrary to Policy GR4 and then supported at appeal.
- No developments were refused and supported at appeal when citing Policy STM2, BRN2, or DEP2.

## Infrastructure and Developer Contributions

4.63 Sustainable growth in South Kesteven will need to be supported by the provision of appropriate new and upgraded infrastructure in order to ensure the best possible impact on the economic and environmental well-being of the district.

4.64 During this AMR period:

### Infrastructure for Growth (Policy ID1)

- No developments were refused and supported at appeal when citing Policy ID1 and supported at appeal.

### Transport and Strategic Transport Infrastructure (Policy ID2)

- Two developments were refused contrary to Policy ID2, and then supported at appeal.

### Broadband and Communications Infrastructure (Policy ID3)

- No developments were refused and supported at appeal when citing Policy ID3 and supported at appeal.

## Protecting Existing Community Facilities and Providing New Facilities

### Community Services and Facilities (Policy SP6)

4.65 The on-going provision of local services and facilities is of critical importance to the sustainability of the district's towns and villages. During this AMR, there were no planning applications refused and supported at appeal when citing Policy SP6.

## Other Planning Policies

### The Principles of Sustainable Development (Policy SD1)

4.66 Development proposals in South Kesteven are expected to minimise the impact on climate change and contribute towards creating a strong, stable and more diverse economy. During the AMR monitoring period, there were five planning applications refused and dismissed at appeal due to non-compliance with policy SD1. One application was refused and supported at appeal, when citing Policy SD1.

### Infill Development (Policy SP3)

4.67 In all settlements defined in Policy SP2, infill development, which is in accordance with all other relevant Local Planning policies, will be supported where it meets the criterion of Policy SP3. This AMR, five applications were refused and dismissed at appeal when citing policy SP3.

### Development on the edge of Settlements (Policy SP4)

4.68 Development on the edge of settlements, as defined in Policy SP2, which are in accordance with all other relevant Local Planning policies, will be supported where it meets the criterion of Policy SP4. Two applications were dismissed at appeal when citing Policy SP4. One application was refused based on the previous development plan (Core Strategy) and allowed when determined at appeal, when citing Local Plan Policy SP4.

### Development in the Open Countryside (Policy SP5)

4.69 Development in the open countryside will be limited to that which has an essential need to be located outside of the existing built form of a settlement. Four applications were dismissed at appeal when citing Policy SP5. One application was refused based on the previous development plan (Core Strategy) and allowed when determined at appeal, when citing Local Plan Policy SP5.

## Section 5: Conclusion

- 5.1 This is the first AMR since the adoption of the Local Plan (2011-2036). This AMR reports the requirements set by the Regulations and the performance against the monitoring indicators set out within the Local Plan. The Council will continue to monitor performance of the planning policies and decisions to measure its effectiveness which will be used throughout the review of the Local Plan.
- 5.2 Future AMRs will be published annually in line with any future national policy and guidance.



## Cabinet

8 February 2022

**Report of:** Councillor Kelham Cooke  
Leader of the Council

## Local Government Association – Corporate Peer Challenge

This report formally receive the outcomes of the recent Corporate Peer Challenge undertaken with the Council by the Local Government Association – with support from Members and Officers from other Councils. It also formally thanks the Local Government Association and the Peer Team for their input.

### Report Author

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Corporate Priority:	Decision type:	Wards:
Administrative	Regulatory	All Wards
Reviewed by:	Alan Robinson, Deputy Chief Executive	28/01/2022
Approved by:	Karen Bradford, Chief Executive	28/01/2022
Signed off by:	Councillor Kelham Cooke, Leader of the Council	28/01/2022

### Recommendation (s) to the decision maker (s)

1. That Cabinet receives the Corporate Peer Challenge report, accepts the findings of the Corporate Peer Challenge and agrees to receive an action plan to implement the findings
2. That Cabinet formally thanks the Local Government Association, the Peer Challenge team and their respective Councils for undertaking the review

## 1 The Background to the Report

### Local Government Association – The Corporate Peer Challenge

1.1 The Local Government Association (LGA) runs a sector led improvement programme, the flagship of which is the Corporate Peer Challenge (CPC). The CPC involves a team of political and officer leaders within local government spending time on site, meeting with internal and external stakeholders, to highlight the key strengths and areas for improvement for a Council. It is good practice for authorities to undertake a CPC approximately every five years and, following the appointment of a new Chief Executive, it was intended to undertake a CPC in 2020. However due to the restrictions relating to the Covid-19 pandemic preventing on-site meetings the LGA suspended CPCs in 2020. Information about the CPC is attached in Appendix 1.

1.2 To enable them to continue to provide peer support to Councils the LGA developed the Remote Peer Support (RPS) offer, which involves a short period of online meetings between peers and internal stakeholders (and a review of key documentation).

### Peer Support to South Kesteven District Council

1.3 The LGA offered both of these types of support to South Kesteven District Council (SKDC) and therefore a bespoke approach was developed that involved:

- Remote Peer Support, focusing on organisational culture and performance and the development of #TeamSK – this took place in July 2021 and the report was considered by the Employment Committee on 22 September 2021 (see background papers to this report)
- Corporate Peer Challenge, focusing on all aspects of the organisation and the preparedness to deliver the priorities in the Corporate Plan 2020-23 – this took place in November 2021. The final report was received by the Council on 5 January 2022. The Corporate Peer Challenge report is attached in Appendix 2.

1.4 It should be noted that there are two outstanding elements to the SKDC Corporate Peer Challenge, the development and publishing of an action plan (which will take place later in early March 2022) and the 'six month check-in' which will take place during 2022.

### Corporate Peer Challenge – The Scope and Focus

1.5 The scope and focus of the SKDC Corporate Peer Challenge was as follows:

- Local priorities and outcomes - Are the council's priorities clear and informed by the local context? Is it delivering effectively on its priorities?
- Organisational and place leadership - Does the council provide effective local leadership? Are there good relationships with partner organisations and local communities?
- Governance and culture - Are there clear and robust governance arrangements? Is there a culture of challenge and scrutiny?
- Financial planning and management - Does the council have a grip on its current financial position? Does the council have a strategy and a plan to address its financial challenges?
- Capacity for improvement - Is the organisation able to support delivery of local priorities? Does the council have the capacity to improve?

1.6 The LGA Peer team consisted of:

- Stephen Baker, Chief Executive, East Suffolk Council
- Cllr Abi Brown, Leader, Stoke-on-Trent City Council
- Kirsten Burnett, Head of Policy and Organisational Development, Hyndburn Borough Council
- Paul Ellis, Director of Services and Deputy Chief Executive, Craven District Council
- Stephen Cooper, Senior Workforce Adviser, LGA
- Frances Marshall, Programme Manager, LGA

1.7 The Peer team reviewed a number of key documents, observed Council meetings and met with 113 different people including Members, Officers and partners in the public and community sectors. Following the final day of the Corporate Peer Challenge a feedback presentation was given to CMT, Cabinet and other key Members. The presentation was then shared with all Members.

#### The Corporate Peer Challenge – The Findings

1.8 The report, attached in Appendix 2, was a largely positive report, highlighting a number of strengths for the Council, particularly:

- The response to the Covid-19 pandemic, which was seen as exemplary by a range of partners
- The strength of leadership from both the Leader of the Council and the Chief Executive in identifying long standing organisational issues and tackling them
- The development of the Corporate Plan, key performance indicators and action plan.

It also noted the need to further celebrate the successes of the organisation and reflect this in the culture.

1.9 The report also highlighted some areas for focus and improvement across the Council, particularly:

- The need to continue to develop robust financial plans for future financial challenges and ensure that robust financial management is in place
- A focus on developing effective Member and Officer relationships, with a real clarity needed on roles and responsibilities and a positive working culture as part of #TeamSK
- The need to be prepared to invest in #TeamSK at an individual level in both Members and Officers to ensure we are maximising the skills and abilities of our team in achieving the goals set out in the Corporate Plan.

#### The Next Steps – Developing and Action Plan

1.10 SKDC has engaged in a number of wide scale external reviews over the past 30 months, including:

- The Corporate Peer Challenge
- Remote Peer Support (focusing on culture and performance)
- A review of Scrutiny

- A review of Governance
- The Planning Review
- The Arts Review

Although some of the findings of these reviews were service specific there were a number of themes that are cross-cutting and consistent (for example clarity of relationships between Members and Officers).

1.11 Therefore, it is proposed to address some of these key issues as 'One Council' and develop a single plan to tackle issues that have been raised in multiple reviews. A session is scheduled for Members in February 2022 to enable all Members to engage in the development of this plan.

1.12 Once the plan is developed and agreed it will be published as a draft in early March 2022 and then presented to Cabinet, which will meet the requirements of the LGA under the Corporate Peer Challenge programme.

## **2 Financial Implications**

2.1 There are no financial implications associated with the Corporate Peer Challenge as the LGA provide peer support free at the point of delivery. There may be cost implications in relation to specific actions arising from the action plan, but they will be considered at that point.

**Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance**

## **3 Legal and Governance Implications**

4.1 There are no legal implications associated with this report.

**Legal Implications reviewed by: Graham Watts, Head of Democratic Services and Deputy Monitoring Officer**

## **4 Equality and Safeguarding Implications**

4.1 As this report is for information only there are no equality and safeguarding implications associated with this report.

## **5 Risk and Mitigation**

5.1 There are no significant risks associated with this report.

## **6 Other Implications (where significant)**

6.1 N/A

## **7 Background Papers**

7.1 [Local Government – Remote Peer Support](#) – Employment Committee 22 September 2021

## **8 Appendices**

8.1 Appendix 1 – Corporate Peer Challenge Information

8.2 Appendix 2 – Local Government Association – Corporate Peer Challenge Final Report

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# Corporate peer challenge

By bringing together political and managerial leadership, through the use of member and officer peers, a peer challenge provides robust, strategic and credible challenge and support to councils.

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The LGA's Corporate Peer Challenge (CPC) offer is effective and well regarded by the sector. A recent survey found that every council that had received a corporate peer challenge was very or fairly satisfied, with more than eight in ten councils being very satisfied.

By bringing together political and managerial leadership, through the use of member and officer peers, a peer challenge provides robust, strategic and credible challenge and support to councils. Peer challenge also enhances the capacity of the sector and helps to avoid insularity within councils.

It is expected that all councils will receive a CPC at least every five years.

Each CPC will cover the five core elements detailed below as well any local needs or specific challenges requested by the council:

1. Local priorities and outcomes
2. Organisational and place leadership
3. Governance and culture
4. Financial planning and management
5. Capacity for improvement.

There is an expectation that all councils having a corporate peer challenge will commit to publishing the feedback report and its action plan in response.

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Six months after the CPC, the LGA will organise a check-in meeting. This will be a facilitated session which creates space for the council's senior leadership to explore progress and challenges with peers, and discuss next steps.

If you want to discuss a peer challenge in your council then please contact your regional **LGA principal adviser.** [\[/our-support/lga-principal-advisers\]](#)

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## In this section:

### **Corporate peer challenge – peer training days 2021**

Many thanks for your interest in our training events.  
[\[/our-support/peer-challenges/peer-challenges-we-offer/corporate-peer-challenges/training-days\]](#)

### **Outcomes: peer challenge reports**

This page provides links to corporate peer challenge reports published by councils.

[\[/our-support/peer-challenges/peer-challenges-we-offer/corporate-peer-challenges/outcomes-peer\]](#)

"A very heartfelt thanks for a super helpful Peer Challenge. I really am grateful for the strength of the Peer Team, the professionalism of the process and the sheer warmth and good will we got from the team. Thank you for the organisation on the ground, it went really smoothly. This is an absolute ringing endorsement of the peer challenge approach from me and just what we needed to move us forward."

**John Dimmer, Head of Policy, Strategy and Partnerships London Borough of Merton**

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# **LGA Corporate Peer Challenge**

**South Kesteven District Council**

**16 – 18 November 2021**

**Feedback report**



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## 1. Executive summary

The past 18 months has seen South Kesteven District Council (SKDC) embark on a wide ranging and impactful organisational change agenda to deliver performance improvement, cultural change, and longer-term organisational stability. There is a strong commitment from the political and officer leadership to improvement, with leadership from Leader and Chief Executive integral to the significant progress made to date. Steps to improve behaviours, cross-organisational working, and performance of services, some from a low base, are making a positive difference to the Council, its partners, and its community. These advancements have been achieved against the challenging backdrop of the Covid 19 pandemic. Sustainable improvement will nevertheless take time to embed, and it is important that it is not overly reliant on key individuals. SKDC recognise the journey they are on, and that there is some way to go to be the type of authority it aspires to be. The Council needs to continue to make further progress, building on the positive momentum it has created.

There is much SKDC can nevertheless be proud of and celebrate. Its response to Covid 19 pandemic is well regarded, closer working relationships have been forged with several partners, and the District has enhanced its understanding of place as a consequence. Continuing to deepen and systemise this engagement with communities would further enhance SKDC's understanding of its citizens and strengthen its role as a place and community leader.

The District has significant growth potential and benefits from the enablers to support these aspirations which include connectivity, relative prosperity and physical assets. Whilst recognising the challenge of a multi-centred geography, SKDC should consider if the District's full potential is being realised, in terms of brand and exploiting its assets. Further collaboration with partners on shared priorities - such as local skills and zero carbon – could help unlock this potential.

Positive steps have been taken in recent months to foster closer relationships between Members and officers at a senior level. However, a ‘Member managed’, as opposed to ‘Member-led officer managed’ approach was described by many. Clarifying the roles and responsibilities of Members and officers will be important to rebalance this situation and create a positive environment for collaborative Member – officer working. Enhancing opportunities for closer teamwork between Members as well as between Members and officers will support this. Doing so will help build greater trust, accountability and shared understanding which are vital components in moving the authority forward.

SKDC’s workforce are a huge asset, being committed to delivering for the authority and driving forward improvement. Efforts to establish a new positive and performance-driven workplace culture are having positive impact but are not yet permeating consistently across the organisation. Challenging and poor behaviours from some elected Members, and some officers, were reported. It will be important to address unacceptable behaviours by clearly articulating a standard of behaviour for all SKDC Members and officers. Seeking to learn from elsewhere and investing in individuals’ development will also be important in establishing a continuous learning culture to drive forward improvement.

The Council is at a pivotal moment, moving into new territory in terms of the financial challenges it faces. SKDC should prepare for the increased rigours of financial management as difficult decisions, prioritisation, and strong financial discipline will be required. Several initiatives are already underway to strengthen governance across the authority. Prioritising these activities, including an external ‘health check’ of company governance structures, will aid this need for rigour by strengthening effective decision-making and risk management.

SKDC can be proud in recognising – and celebrating – what it has achieved in the past 18 months and looking ahead to achieving its full potential. Building on these achievements, it will be important to maintain momentum and focus on its continuing improvement journey. Developing a strategy and plans for future ways of working will

reinforce this direction of travel by supporting long-term, joined-up planning, aligned to SKDC's future organisational vision. Looking to the future when sustainable improvement has been achieved, it will also be important for SKDC to transition to a more external facing approach to articulate, and leverage, more clearly its vision and ambitions for place.

## 2. Recommendations

There are several observations and suggestions within the main section of the report. The following are the peer team's key recommendations to the council:

- 2.1. Prepare the organisation for the increased rigours of financial management to address the challenges ahead.** Developing the discipline and mindset required for strong operational financial management will support effective prioritisation, informed decision-making, and setting and delivery of realistic savings targets.
- 2.2. Clarify roles and responsibilities of Members and Officers to build trust, respect and rebalance to 'Member-led officer managed'.** Clearly defining the bounds of the strategic decision-making role of elected Members, and the operational leadership of officers, will address the current imbalance and support a positive environment for collaborative Member – officer working.
- 2.3. Articulate the standards of behaviour for all #TeamSK (elected Members and officers) to promote respect and address poor behaviours.** Setting clear expectations would enable behaviours that fall below that standard to be held to account and help embed a positive team #TeamSK culture. This could be through a form of Respect Pledge or Strategy.
- 2.4. Consider how to enhance communication and teamwork between Members, and between Members and officers in the context of Covid 19.** Investing in relationships will support the development of greater trust, accountability and shared understanding which is something many councils are doing in response to experiences during the pandemic. This will in turn support decision-making, delivery and morale. Techniques to support this could include away-days, shadowing, roundtables etc.

- 2.5. Develop a strategy and plans for future ways of working to provide clarity and a sense of purpose.** Bringing together plans around blended working, staff accommodation, asset management and IT investment will support long-term joined-up planning, aligned to SKDC's future organisational vision.
- 2.6. Prioritise plans to strengthen governance to support effective decision-making and mitigate risk.** (E.g. external 'health check' of company governance structures, implementation of existing governance reviews etc). This will be important to drive performance improvements, provide assurance, and ensure there is transparent, accountable, and robust decision-making.
- 2.7. Be prepared to invest in yourselves to engage on a wider footing to learn and make SKDC the best it can be.** Investing in individual development (both elected Member and officer), and seeking to learn from elsewhere, is important to establish a continuous learning culture to drive forward improvement and change.
- 2.8. Continue to deepen understanding of and engagement with communities and other partners to strengthen SKDC's community leadership role.** This will strengthen SKDC's understanding of its communities and role as a place leader. This could include: continuous dialogue; more active community leadership role for councillors; systematic approach to resident and community engagement; promoting equality, diversity and inclusion; collaborating on shared priorities; and co-design.
- 2.9. Recognise and celebrate the significant progress made whilst keeping focus to maintain momentum, looking ahead to achieving SKDC's full potential.** Building on the achievements already made will help reinforce that direction of travel, support staff morale and mitigate change fatigue through positive reinforcement.

### 3. Summary of the peer challenge approach

#### 3.1. The peer team

Peer challenges are delivered by experienced elected member and officer peers. The make-up of the peer team reflected the focus of the peer challenge and peers were selected on the basis of their relevant expertise. The peers were:

- Stephen Baker, Chief Executive, East Suffolk Council
- Cllr Abi Brown, Leader, Stoke-on-Trent City Council
- Kirsten Burnett, Head of Policy and Organisational Development, Hyndburn Borough Council
- Paul Ellis, Director of Services and Deputy Chief Executive, Craven District Council
- Stephen Cooper, Senior Workforce Adviser, LGA
- Frances Marshall, Programme Manager, LGA

#### 3.2. Scope and focus

The peer team considered the following five themes which form the core components of all Corporate Peer Challenges. These areas are critical to councils' performance and improvement.

1. **Local priorities and outcomes** - Are the council's priorities clear and informed by the local context? Is it delivering effectively on its priorities?
2. **Organisational and place leadership** - Does the council provide effective local leadership? Are there good relationships with partner organisations and local communities?
3. **Governance and culture** - Are there clear and robust governance arrangements? Is there a culture of challenge and scrutiny?
4. **Financial planning and management** - Does the council have a grip on its current financial position? Does the council have a strategy and a plan to address its financial challenges?
5. **Capacity for improvement** - Is the organisation able to support delivery of local priorities? Does the council have the capacity to improve?



Prior to the Corporate Peer Challenges, some [Remote Peer Support](#) (RPS) took place in June 2021 reflecting on SKDC's 'people' focused activity around culture, performance and change. The Corporate Peer Challenge builds on this work.

### 3.3. The peer challenge process

Peer challenges are improvement focused; it is important to stress that this was not an inspection. The process is not designed to provide an in-depth or technical assessment of plans and proposals. The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and material that they read.

The peer team prepared by reviewing a range of documents and information in order to ensure they were familiar with the council and the challenges it is facing. The team then spent three days onsite at South Kesteven DC, during which they:

- Gathered information and views from more than 38 meetings, in addition to further research and reading
- Spoke to more than 113 people including a range of council staff together with Members and external stakeholders

This report provides a summary of the peer team's findings. In presenting feedback, they have done so as fellow local government officers and Members.

## 4. Feedback

### 4.1. Local priorities and outcomes

The introduction of the Corporate Plan and underpinning performance management approach have created strong foundations for SKDC's change agenda. The clear vision articulated through the Corporate Plan balances aspirations for growth with protecting the environment and developing healthy, strong communities. However, there could be greater clarity around individual priorities as this was not always clearly understood by partners. Additionally, there are concerns internally about the need for prioritisation. SKDC should now focus on providing clarity and pace to drive forward progress against its key priorities which include health inequalities, climate change and community safety. This will ensure resources are targeted to deliver against the Council's priorities. Appointing Member Champion Roles for certain priorities could galvanise delivery by adding sharper focus and profile.

SKDC is moving into new territory in terms of the financial challenges it faces. With deficits forecast in 2022/23 and 2023/24, the challenges of recovering from Covid 19 whilst also pursuing growth aspirations means difficult decisions will need to be taken. (See Financial Planning and Management paragraph). Effective prioritisation, aligned to requisite resources, will be vitally important to inform these difficult choices and ensure delivery is achievable. The current refresh of the Corporate Plan which is underway provides a great opportunity to achieve this. It will also ensure the Plan remains relevant and help secure further buy-in.

SKDC aspires to be a high performing council with this a clear and measurable objective in its Corporate Plan, however some services are starting from a low base. Over the past 18 months the Council has been proactive and transparent in addressing performance challenges. Its self-referral to the Regulator of Social Housing (RSH) for failing to meet Housing Standards demonstrates this, as does the positive impact of SKDC's subsequent improvement plan which is recognised by the RSH. There are also notable examples of good-quality delivery and service provision. This includes SKDC being in the top quartile of performers in the distribution of Covid 19 business support grants as well as being considered one of

the most proactive councils locally in relation to testing and vaccination communications.

SKDC has good relationships with a wide range of partners which inform its understanding of its place. These include Higher Education, Local Enterprise Partnership, businesses, Homes England, voluntary community sector (VCS), Integrated Care System and neighbouring Lincolnshire authorities. Many of these have been strengthened and deepened through the period of the Covid 19 pandemic. For example, there is an enhanced understanding of, and connection to the business community due to support and grants distributed during the pandemic. There is nevertheless scope to do more. Several partners talked about a desire to collaborate further with SKDC to deliver on shared priorities. Local skills and zero carbon were highlighted as areas where SKDC could capitalise on relationships to unlock capacity, create new opportunities, and play a greater place-shaping role across the District.

SKDC is ambitious for its place. However, it may want to reflect on whether its ambitions are understated, clearly articulated and if its true potential is fully recognised, such as its vision for Grantham and wider locality offer. The District's potential for growth was described by some as 'enviable', with the Southern Growth Area (SGA) a particular asset to be exploited. The District's location, transport connectivity, physical assets, and success in leveraging in external funding (e.g. Future High Streets Funding, HAZ Funding) provide the platform to translate this potential into outcomes such as protecting and creating jobs, developing high streets and, securing investment. To realise this, SKDC should reinforce and create links across all partners to restate and secure buy-in to its vision for economic growth. A strong borough-wide place-based identity and brand tied into the Council's vision would help SKDC in realising the District's full potential. Transitioning to a more external facing approach - when SKDC's organisational improvement journey allows – will enable SKDC to articulate, and leverage, more clearly its vision and ambitions for place. (See Organisational and Place Leadership paragraph).

SKDC's relationship with the VCS has been galvanised through collaboration in responding to Covid 19, ranging from increased dialogue through to joint delivery. There is a desire from the VCS for SKDC to go further to deepen partnership working and dialogue. This provides a great opportunity to capitalise on the enhanced community focus achieved through the experience of managing the effects of Covid 19. This could help to enrich SKDC's understanding of its communities and use this insight to influence decisions and service design. To do so, SKDC should systemise its engagement with citizens and communities and support all elected Members to be visible in their community leadership roles.

SKDC produces an Annual Equality and Diversity Position Statement and seeks to promote equality of opportunity across its functions in line with its public sector equality duty. Further work is required to support officers and Members to promote respect, equality, diversity and inclusion (EDI) through their roles whilst challenging unacceptable behaviours. Introducing mandatory EDI training will help ensure the principles of EDI are understood by all within the organisation and that all sectors of the population are catered for by enhancing the Council's understanding of its local environment and population.

#### **4.2. Organisational and place leadership**

SKDC's organisational leadership has undergone a transformation through a raft of changes introduced over the past 18 months including the appointment of a new Chief Executive, restructures, and service reviews. Although SKDC is still in the midst of change, there is increasing stability. There is a clear vision for improvement underpinned by sound foundations provided by the Corporate Plan, performance management framework and commitment from senior leadership. As reflected in the earlier Remote Peer Support report, the new direction provided by the Leader is welcomed and has been an important factor in creating an environment in which performance and cultural issues have been identified and addressed. The instrumental role of the Chief Executive in implementing this is widely recognised. Together, their strong relationship and joined up leadership is reflected in the broad organisational support for their drive for positive change.

They are supported by a Corporate Management Team (CMT) which is well regarded and working effectively together as a cohesive unit. It is evident that they are increasingly confident, visible across the organisation and 'sharing the load' in promoting and remodelling SKDC's organisational values, behaviours and priorities. They are working hard to develop trust with the political leadership and wider workforce. Investing further in political leadership development would support the Cabinet in forging an approach based on collective endeavour whilst also strengthening cross-organisational working. Similarly, assistance for all elected Members to understand their roles has been highlighted as something that would be welcomed. (See Governance and Culture paragraph).

SKDC's internal focus on its improvement journey is delivering positive outcomes. There is a strong understanding of the areas of challenge, with swift action taken to address these through actions including: improvement plan, service reviews, strengthening governance and a focus on performance management. Significant energies and resources are inevitably focused internally, reflective of SKDC's commitment to deliver against its improvement priorities. It will be important to plan ahead so that SKDC has a route map for how – when the time is right - it will transition to a more proactive external-facing approach to leverage its local leadership position more fully. One element of this could be developing a partnership strategy to prepare for the new landscape of devolution and potential local government reorganisation, defining what SKDC would want within these scenarios. (See Local Priorities and Outcomes)

As part of the RPS, the Peer Team reflected that more consistent and comprehensive communications would be needed to achieve its organisational change agenda. Since then, internal communications appear to be gaining traction and recruitment to new positions has taken place, however there is still scope to do more to continue to strengthen two-way information flows. Similarly, effective external communication of SKDC's corporate messages will be key to delivery of SKDC's place leadership aspirations. Consideration could now be given to reinforcing and developing the SKDC 'brand' which staff, partner and communities can coalesce around. (See Local Priorities and Outcomes paragraph).

The Council was described as a good advocate and partner for their place, with a willingness to share and collaborate. This is evident through the breadth of good relationships SKDC has forged with stakeholders including the County Council, businesses, health, environmental health, supporting neighbouring councils and VCS. Strong partnership working was particularly evident in SKDC's response to Covid 19, with examples ranging from the 'Change 4 Lincs' joint working with neighbouring authorities to tackle rough sleeping, through to working with the VCS to tackle the impact on mental health as a result of the pandemic. Business engagement - at a grassroots and strategic level is something the council are proud of and has been visibly championed by the Leader (e.g. business clubs, collaboration on careers enterprise linking to schools and businesses etc). Staff turnover and vacancies were however cited by some partners as affecting progress and working relations. Several partners reflected on the opportunities for SKDC to step into a greater leadership role to influence future directions of travel across a range of issues. This is something SKDC can look to capitalise on. (See Local Priorities and Outcomes paragraph).

#### **4.3. Governance and culture**

There is a recognition of the need to strengthen governance across the organisation, from decision-making, through to its arm's length structures. The multitude of measures taken in recent times to strengthen governance demonstrates SKDC's commitment to this. These include reviews of Good Governance, constitution, scrutiny, assets, and plans to introduce the new model Code of Conduct. It will be important to recognise the value of listening to external challenge and follow through on these reviews to ensure the intended outcomes are achieved.

Cross party elected Member working groups on issues such as climate change and mental health have been welcomed as examples of positive collaborative working. SKDC's political decision-making process can, however, be time consuming, with a demanding committee cycle frequency. This can have a broad impact, such as the officer resources required to service these, the diversion of elected Members' capacity from strategic decision-making, and adverse bearing on service delivery.

Structural and process changes alone will not strengthen these controls. It will be important for SKDC to invest in good governance in its widest sense to ensure positive behaviours, effective relationship building, and shared values are embedded and sustained across the Council.

Positive steps have been taken in recent months to foster closer relationships between Members and officers at a senior level, such as through away days and, 'speed dating' sessions ahead of Full Council for example. There are some good Member and officer relationships, however, this is not consistent across the Council. A 'member-managed', as opposed to 'Member-led, officer managed' approach was described at all levels of the organisation with the legacy and cultural memory of organisational churn and leadership styles still affecting how Members and officers operate and feel. There is a risk of elected Members being left exposed if there is a blurring of Member and officer roles if this results in councillors stepping into the operational service delivery space. Additionally, this can have an adverse impact on operational delivery, unless officers are empowered to operate with appropriate autonomy. Clarifying the roles and responsibilities of Members and officers will be important to rebalance this organisational dynamic. This could be achieved through the development of clear Member Role Descriptions underpinned by a robust Behavioural Framework and supported by a development session to help embed this. Enhancing opportunities for closer teamwork between Members and officers will help foster greater trust, accountability, and shared understanding and create capacity for elected Members to invest in other aspect of their roles. Previous initiatives whereby councillors spent time with services to enhance their understanding of the practical demands and barriers encountered in service delivery have been received positively. SKDC may wish to consider similar initiatives which can help create a positive, empowered environment for collaborative Member – officer working.

References to 'micromanagement', 'a blame culture', and 'them and us' mentality were reported in relation to the attitude of some councillors towards staff. Similarly, challenging and poor behaviours between elected Members, and between officers

were reported. Whilst this is not reflective of all Members' or officers' behaviours, it was reported on a sufficient scale, and across backbench and Cabinet Members, to merit further action being taken. Ensuring there is a clear understanding of what is legitimate challenge, what is unacceptable conduct, and addressing behaviours that fall below this standard will be important to promote a respectful, positive #TeamSK culture. This will also help foster a positive external perception of SKDC and those who represent it, as behavioural leadership has an impact externally as well as internally within the organisation.

There is a desire from all elected Members – backbench and Cabinet Members - for greater support for them in their roles to build confidence, skills and knowledge. Examples included induction support for newly elected Members on how the Council works, as well as longer term skill development, including being a Company Director. Investing in individual development (both elected Member and officer), will help establish a continuous learning culture in which individuals feel supported and equipped which will in turn support performance and outcomes for the public.

#### **4.4. Financial planning and management**

SKDC is moving into unfamiliar territory in terms of the financial challenges it faces. The Medium-Term Financial Strategy (MTFS) is forecasting deficits of £0.899m for 2022/23 (6.6% of net budget), and £1.105m (8%) for 2023/24. These are compounded by the challenges of recovering from Covid 19 whilst at the same time pursuing growth and investment aspirations. Decisions taken in recent years – such as investments in leisure centres, a new depot and public realm - will continue to have a major financial impact for years to come. The Cabinet is increasingly aware of the financial challenges ahead and there is a recognition that tough decisions about services and investments as financial pressure builds will need to be taken. This can be seen through the recognition of inflationary pressures in 2022/23 budget setting process. It will be important to follow through and deliver on SKDC's financial strategy to respond to the challenges ahead. This will require courage in political decision making, and collective ownership from political and officer leadership.



SKDC has demonstrated forward planning capacity in managing the financial challenges associated with Covid 19, with a reserve introduced to soften the impact of financial losses due to the pandemic. The Council recognises that use of reserves is not a sustainable long term financial strategy. It will be important for SKDC to prepare for the increased rigours of financial management as financial discipline will be required for the challenges ahead. Delivery of spend and savings targets currently appear inconsistent and varied, with a mix of underspend, unachieved savings, and underutilisation of grants. Effective budgetary management will be important foundation for reliable financial outcomes upon which to base difficult decisions going forward.

SKDC has a range of assets across the District which could be important tools in mitigating financial challenges and supporting its growth aspirations, such as its civic buildings, cinema for example. It was also reported to the Peer Team that unpredictable planning outcomes are affecting the views of developers and could adversely impact their investment decisions. The Asset Disposal Strategy, due to be considered by Cabinet in December, is a great opportunity to provide clarity around plans for Assets, and associated actions required. This clarity will enable timely, informed, focused decisions to be made, and address uncertainty which can distract focus from delivery.

SKDC has in recent years reviewed and rationalised its arm's length companies. There are currently four remaining - InvestSK, EnviroSK, LeisureSK and Gravitas. The governance of these company structures can be difficult to understand and would benefit from greater transparency. An external 'health check' of current governance structures would help manage risk, promote transparency, and provide assurance these arrangements will withstand the rigours of scrutiny.

#### 4.5. Capacity for improvement

Massive strides have been taken in developing a new, positive, performance-driven workplace culture. The introduction of a Corporate Plan, appraisal system and performance management approach are having a positive impact. It will also be important to ensure that as the performance management approach evolves it remains proportionate and outcome driven. The personal drive of the Chief Executive, leading by example and taking her team with her, should not be underestimated in achieving the current positive direction of travel. This has all been underpinned by a resolute commitment to improvement from political leadership. SKDC recognise there is still a way to go to achieve the culture and performance improvements it aspires to, and that sustainable improvement will take time to embed. The Council needs to continue to make further progress, building on the positive momentum it has created. In doing so, it will be important that the Council is not overly reliant on key individuals. Consideration should be given to how SKDC's change agenda continues in a sustainable model that mitigates against 'single points of failure' given the critical roles of the Leader and Chief Executive in this

The SKDC workforce are a huge asset. The staff the Peer Team spoke to were passionate, dedicated, spoke highly of their immediate teams, and proud of what they do for the Council and its communities. For example, there is a genuine goodwill and commitment from much of the workforce to be part of the solution and actively support SKDC's improvement journey.

Staff morale however - whilst clearly improving after a period of uncertainty and change – could be further strengthened. There is some scepticism and frustration at continued pockets of poor performance, and sense that vacancies are being held for cost savings, and problematic behaviours such as inconsistent management, poor behaviours, change fatigue and lack of accountability from some teams. (See Governance and Culture paragraph). A priority should now be to invest in training for managers to develop their skills and confidence to manage performance, address poor behaviours and lead by example. This will be important to address inconsistencies and make culture change sustainable.



SKDC's commitment to establish a positive organisational culture, and measures taken to drive this, are widely recognised and are showing results. For example, the promotion of new #TeamSK values and behaviours is continuing to positively impact on staff morale. Furthermore, whilst silo working remains a challenge, there has been an emergence of some cross-organisational and multi-disciplinary team working across Directorates, across elected Members as well as on ad hoc initiatives such as resettlement of asylum seekers locally. Where this has occurred, it has been successful and there is a desire for this type of approach to be expanded. Nevertheless, inconsistencies and variation in culture, behaviours and performance remain. #TeamSK, for example, is often felt on a team level, rather than as a 'one organisational culture' corporately. As reflected in the RPS, perseverance, resilience, and constant reinforcement will be required for meaningful change to become embedded throughout the organisation.

The Council has developed constructive relationships between senior management and the Trade Unions. The Trade Unions are a valued and trusted partner, whose views are proactively sought, listened to, and acted upon. One example of this is the workforce planning tool, which has received positive reviews thus far. Bringing together existing workforce planning initiatives would be beneficial to align interventions to have greatest impact (e.g. capacity gaps, people strategy etc). Within this, SKDC may also want to consider conducting a skills audit. Collectively these measures would assist with workforce planning to address resource gaps and improve outcomes for staff and managers.

There is a sense of uncertainty about the future direction of the authority in relation to issues such as the new depot, approach to blended working, and future office accommodation. Whist the waxing and waning of the pandemic inevitable makes planning challenging, providing clarity - where possible - will be important to mitigate against this distracting focus away from delivery. Bringing together plans around blended working, staff accommodation, asset management and IT investment will help provide this focus, and support long-term, joined-up planning, aligned to SKDC's future organisational vision.



SKDC can be proud in recognising what it has achieved in the past 18 months and celebrate these accomplishments. Doing so will be important to maintain momentum and focus on its continuing improvement journey and support staff morale, mitigate change fatigue, and reinforce the positive direction of travel.

## 5. Next steps

It is recognised that senior political and managerial leadership will want to consider, discuss, and reflect on these findings.

Both the peer team and LGA are keen to build on the relationships formed through the peer challenge. The CPC process includes a six-month check-in meeting. This will be a short, facilitated session which creates space for the council's senior leadership to update peers on its progress against the action plan and discuss next steps.

In the meantime, Mark Edgell, Principal Adviser for East Midlands is the main contact between your authority and the Local Government Association. Mark is available to discuss any further support the council requires – [mark.edgell@local.gov.uk](mailto:mark.edgell@local.gov.uk).

January 2022

## 6. Annex A: Signposting

**Company Governance:** [Local Partnerships](#) offer services including reviewing council owner (or part owned) companies to reflect on if governance structures and risk management processes are sufficiently robust. Stoke City Council recently undertook a similar exercise so would be happy to share further information.

**Devolution and Local Government Reform:** Paul Ellis ([pellis@cravendc.gov.uk](mailto:pellis@cravendc.gov.uk)) would be happy to share learning from experience of Local Government Reform and Devolution from his experiences in Yorkshire.

**Future ways of working:** Hyndburn Borough Council have given consideration managing the multitude of issues that sit within future ways of working so Kirsten Burnett ([Kirsten.Burnett@hyndburnbc.gov.uk](mailto:Kirsten.Burnett@hyndburnbc.gov.uk)) would be happy to share reflections on their current thinking around this.

**LGA Peer Support:** The LGA offers political support to elected members in leadership roles, and to their wider groupings. This is bespoke and tailored to the context. [mark.edgell@local.gov.uk](mailto:mark.edgell@local.gov.uk) would be happy to discuss if you would like to explore this further.

**LGA Member and Officer Development:** The LGA offers a range of training and development programmes. These are bespoke and tailored to the context. Outlined below are a number which may be of interest. [mark.edgell@local.gov.uk](mailto:mark.edgell@local.gov.uk) would be happy to discuss if you would like to explore this further.

- [Member and Officer roles and working relationships](#)
- [Top Team Facilitated Development sessions](#): For senior political and officer leadership teams, aimed at helping to developing cohesive leadership teams and supporting strategic leadership.
- [Equality Diversity and Inclusion](#): The LGA has resources for elected members on equality, diversity and inclusion, including a [workbook](#) and also online or in-person training sessions.
- [Community leadership](#): The LGA has resources for elected members on community leadership, including a [workbook](#) and also online or in-person training sessions.

**East Midlands Councils Top Team Development:** East Midlands Councils designs and delivers team development support to local authorities tailored to their individual requirements. Further details are on their [website](#).

## Role descriptions and behavioural frameworks:

- Example of Merton LBC's [Behavioural Framework](#)
- Example of Role Descriptions from [Bath and North East Somerset, Torfaen and Wiltshire](#)
- This [Political Skills Framework](#) toolkit is based on research into what traits and skills define great local political leaders. It aims to provides a foundation for the support and development authorities' offer to elected members.
- [The 21st Century Councillor report](#), developed by Birmingham University alongside the sector, focuses on roles, skills and support for individual Councillors to assist them to play their crucial front-line role in making connections and building strong democratic places where people can thrive. The report focuses on councillors' roles - aligned with skills, knowledge, and behaviours.
- LGA [Model Councillor Code of Conduct](#) and [7 Principles of Public Life](#)

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## Cabinet

7 December 2021

**Report of:** Councillor Kelham Cooke

The Leader of the Council

## Cabinet Forward Plan for the period 21 January 2022 to 20 January 2023

This report highlights matters on the Cabinet's Forward Plan.

### Report Author

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Corporate Priority:	Decision type:	Wards:
High Performing Council	Governance	All Wards
Reviewed by:	Graham Watts (Head of Democratic Services)	25 January 2022
Approved by:	Karen Bradford (Chief Executive)	28 January 2022
Signed off by:	Councillor Kelham Cooke (The Leader of the Council)	28 January 2022
Recommendation (s) to the decision maker (s)		
<b>1. It is recommended that the Cabinet notes the contents of this report.</b>		

- 1. It is recommended that the Cabinet notes the contents of this report.**

## **1. Cabinet's Forward Plan**

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** To help Cabinet understand what issues will be put before it in the longer-term, items for consideration during the preceding year have been included in the Cabinet's Forward Plan. The Forward Plan also includes details of items scheduled for each of the Council meetings due to be held within the plan period.

## **2.0 Equality and Safeguarding implications**

- 2.1** No implications.

## **3.0 Appendices**

- 3.1** Appendix 1 – Cabinet's Forward Plan, 21 January 2022 to 20 January 2023.



**CABINET FORWARD PLAN**  
**Notice of decisions to be made by Cabinet**  
**21 January 2022 to 20 January 2023**

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

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 (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); 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.

**The Forward Plan**

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those matters that are scheduled to be considered by Cabinet during the plan period. This plan also includes details of those decisions that are due to be made by the full Council.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
<b>Future ways of working and making the best use of Corporate Assets - Key Decision</b>			
To agree the Council's approach to working arrangements following the Covid19 pandemic, and the associated use of Corporate Assets.	29 Mar 2022	To agree a new approach to working arrangements following the Covid-19 pandemic and the associated use of Corporate Assets.	Cabinet Member for Housing & Property (Councillor Robert Reid)  Director of Housing & Property <b>E-mail:</b> <a href="mailto:andrew.cotton@southkesteven.gov.uk">andrew.cotton@southkesteven.gov.uk</a>
<b>Housing Compensation Policy - Key Decision</b>			
The purpose of the report is to seek approval for the adoption of a compensation policy to be used across Housing Technical Services and Housing Services.	29 Mar 2022	To approve the Policy.	Cabinet Member for Housing & Property (Councillor Robert Reid)  Director of Housing & Property <b>E-mail:</b> <a href="mailto:andrew.cotton@southkesteven.gov.uk">andrew.cotton@southkesteven.gov.uk</a>
<b>To award contract in relation to Earlesfield project - Key Decision</b>			
To outline the project and the budget required for the proposed works	29 Mar 2022	To award contract.	Cabinet Member for Housing & Property (Councillor Robert Reid)  Director of Housing & Property <b>E-mail:</b> <a href="mailto:andrew.cotton@southkesteven.gov.uk">andrew.cotton@southkesteven.gov.uk</a>
<b>Corporate Plan – Recommendation to Council</b>			
To consider a revised Corporate Plan.	29 Mar 2022	To make a recommendation to Council	Leader of the Council, Cabinet Member for Economic Development and Growth (Councillor Kelham Cooke)  Chief Executive <b>E-mail:</b> <a href="mailto:ken.lyons@southkesteven.gov.uk">ken.lyons@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Review of the Street Trading Policy - Key Decision</b>			
To consider proposed updates to the Street Trading Policy.	29 Mar 2022	To approve updates to the Policy.	Cabinet Member for Corporate Governance and Licensing (Councillor Linda Wootten)  Director of Commercial and Operations <b>E-mail:</b> <a href="mailto:gary.smith@southkesteven.gov.uk">gary.smith@southkesteven.gov.uk</a>
<b>Street Collection and House to House Collection Policy - Key Decision</b>			
To consider the proposed new Street Collection and House to House Collection Policy.	29 Mar 2022	To approve the Policy.	Cabinet Member for Corporate Governance and Licensing (Councillor Linda Wootten)  Director of Commercial and Operations <b>E-mail:</b> <a href="mailto:gary.smith@southkesteven.gov.uk">gary.smith@southkesteven.gov.uk</a>
<b>Proposed Development brief for Land at Stamford North -</b>			
To consider the proposed development brief for land at Stamford North prior to consultation.	19 Apr 2022	To approve the draft Supplementary Planning Document in respect of land at Stamford North for consultation.	Cabinet Member for Planning & Planning Policy (Councillor Nick Robins)  Director of Growth & Culture <b>E-mail:</b> <a href="mailto:Nicola.mccoy-brown@southkesteven.gov.uk">Nicola.mccoy-brown@southkesteven.gov.uk</a>
<b>Housing Asset Management Strategy 2021-2026 - Key Decision</b>			
To consider the strategy	Jun 2022	To adopt a Housing Asset management Strategy	Cabinet Member for Housing & Property (Councillor Robert Reid)  Director of Housing & Property <b>E-mail:</b> <a href="mailto:andrew.cotton@southkesteven.gov.uk">andrew.cotton@southkesteven.gov.uk</a>

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## Cabinet

8 February 2022

**Report of:** Councillor Linda Wootten, Cabinet Member

## Future Ways of Working for InvestSK Limited

To present options and recommendations to Cabinet, relating to efficiencies and financial considerations of insourcing InvestSK Limited.

### Report Author

Nicola McCoy-Brown (Director of Growth & Culture)

01476 406080

[nicola.mccoy-brown@southkesteven.gov.uk](mailto:nicola.mccoy-brown@southkesteven.gov.uk)

Corporate Priority:	Decision type:	Wards:
Growth	Recommendation	All Wards
Reviewed by:	Richard Wyles (Assistant Director of Finance and S151 Officer)	25 January 2022
Approved by:	Alan Robinson (Deputy Chief Executive)	25 January 2022
Signed off by:	Councillor Linda Wootten (Cabinet Member for Corporate Governance and Licensing)	25 January 2022

### Recommendations to the decision makers

Cabinet approves that:

1. InvestSK Limited as a company is dissolved as at 31 March 2022 and the activity is transferred to the Council's Growth and Culture Directorate for implementation at the earliest opportunity.
2. The successful InvestSK brand is retained.
3. The annual funding allocated to InvestSK Ltd is included in the Council's Growth and Culture Directorate, and the remaining InvestSK Ltd financial reserve, is utilised to fund the additional pension costs that will be incurred by the Council.

4. A communication plan for both external and internal announcements is developed by the outgoing InvestSK Limited Board of Directors.

## 1 The Background to the Report

1.1 As highlighted in the Corporate Plan (2020-2023), South Kesteven District Council has a clear vision for growth. This centres on three interventions: protecting and creating jobs within the district, developing the centres and high streets of South Kesteven's four market towns, and securing investment for infrastructure to support ongoing and sustainable growth.

1.2 In October 2017, InvestSK Limited was established as a private company Limited by Guarantee, with South Kesteven District Council (SKDC) as the sole stakeholder. Since then, the remit and staffing resources have changed considerably. From the early days of focusing on business growth, inward investment, tourism and heritage, InvestSK Limited subsequently performed a wider remit which included sports development, arts and culture, markets and community fundraising.

1.3 To deliver the extended portfolio, the staffing compliment grew to twenty. This included a Chief Executive, Deputy Chief Executive, Office Manager, Marketing and Communications Team. The human resource (HR) provision was outsourced to the private sector. The budget amount allocated to InvestSK Limited since financial year 2018/19 is illustrated in Table 1 below:

**TABLE 1: SKDC FUNDING LEVELS TO INVESTSK LIMITED**

	Financial Year			
	2018/19	2019/20	2020/21	2021/22
<b>Core Funding</b>	£800,000	£800,000	£800,000	£370,000
<b>Arts &amp; Heritage</b>	-	£350,000	-	-
<b>Skills (capacity bid)</b>	-	£110,000	-	-
<b>Economic Development</b>	-	£108,000	-	-
<b>TOTAL</b>	<b>£800,000</b>	<b>£1,368,000</b>	<b>£800,000</b>	<b>£370,000</b>

1.4 Up until 2020/2021, core funding included the general operational costs such as staffing, premises and the funding of the visitor economy programme. A link to access the online InvestSK Limited Annual report and financial statements for the year ended 31 March 2021, is provided under Section 14 (Background Papers) of this report.

1.5 From October 2017 to December 2019, the company occupied a leasehold premises in Grantham. However, InvestSK Limited now occupy office space at St Peter's Hill Council Offices.

1.6 Following a review of the level of grant funding being allocated to ensure the Council could propose a balanced budget for the following year, 2020/21 saw a reduction in funding levels. With a core funding level of £800,000, the work of InvestSK Limited was to focus on economic development, inward investment, and visitor economy in the district.

1.7 In recognition of the economic landscape resulting from the COVID-19 pandemic, the Business Plan presented to the Companies Committee on 22 September 2020 refined the focus to the following priorities of business support, regeneration and place making, and the visitor economy.

1.8 Following a series of restructures, the functions of the team have returned to those originally identified and the staffing numbers have reduced accordingly. For the current financial year, the number of budgeted posts is seven, with the budget for the year is £370,000. A link to the Budget Proposals for 2021/22 and indicative budgets for 2022/23 and 2023/24, report

to Joint Budget Overview and Scrutiny Committee, published on 13 January 2021, can be found in **Section 14 – Background papers**.

1.9 Of the budget, 84.26% is allocated to the staffing costs. At the time of writing this report, there are three permanent staffing posts filled, the remaining four posts remain vacant. A further two fixed-term team members are fully funded through external sources and recruitment underway for a further (fully funded) fixed-term post. All HR, finance, information technology (IT) and marketing and communications support is now sourced directly from SKDC.

1.10 InvestSK Limited has achieved several objectives and outcomes since it was first formed in October 2017 and more latterly has been working extremely closely with the Council to support the administration of over £51m of COVID grant support to 3,000 businesses across the district. Further recent successes include securing £5.56m for the Grantham Future High Street Fund and additional funding to support delivery of the Grantham High Street Heritage Action Zone.

1.11 Externally and amongst the business community, InvestSK has an excellent reputation and a strong track record of delivery. This has been further enhanced through work over the last 12 months administering the COVID grants and keeping businesses updated through online meetings, newsletters and real-time updating of the InvestSK website.

1.12 In November 2021, the Board of InvestSK Limited reviewed the current operating model of InvestSK to consider the best way forward for the company to be constituted to contribute effectively to the delivery of:

- The South Kesteven District Council Corporate Plan
- The new South Kesteven Economic Strategy
- The revised InvestSK Business Plan
- The Grantham Future High Streets Fund programme (FHSF)
- The Grantham High Street Heritage Action Zone (HSHAZ)
- The development of the new South Kesteven Tourism Strategy

#### Focus of the November 2021 InvestSK Board review

1.13 The review considered the in-house option for both practical reasons and as a means of achieving the Council's wider economic development and regeneration leadership responsibilities.

#### Staffing

1.14 The funding allocation for InvestSK Limited in 2021/2022 was £370,000. Presently the structure, including a contribution of £10,000 to externally funded posts, equates to £311,793 (including on costs). The current staffing structure at InvestSK Limited, along with the current vacant posts, is illustrated in **Appendix One – Exempt Information**.

#### Advantages and disadvantages of InvestSK Limited

1.15 In its short lifespan, InvestSK Limited has proven to be a successful body in delivering business support and has a strong brand identity.

1.16 Table 2 (below) reflects the advantages and disadvantages of having InvestSK Limited as an arm's length company of SKDC, from both an internal and external perspective:

**TABLE 2: ADVANTAGES AND DISADVANTAGES OF INVESTSK LIMITED AS AN ARM'S LENGTH COMPANY OF SKDC**

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Strong external brand</li> <li>• Businesses like dealing with 'non council' staff</li> <li>• InvestSK Limited is the 'link' between business and SKDC</li> <li>• Good track record of delivery</li> <li>• Appealing to prospective applicants</li> <li>• Can operate outside of council processes</li> <li>• Embedded and supportive Board structure</li> </ul>	<ul style="list-style-type: none"> <li>• Perceived lack of accountability and scrutiny</li> <li>• Confusing to partners / stakeholders</li> <li>• Administrative burden of running a company</li> <li>• Difficulties in recruitment when compared to benefits of working for local government, such as holiday entitlement and pension scheme</li> <li>• Reduced resilience across team</li> <li>• Requirement to incur costs and resources to meet Company Law requirements of a registered company including production of accounts, registering with companies committee, HMRC, General Data Protection Regulation (UK GDPR) etc.</li> <li>• Administrative workload placed upon InvestSK Manager</li> </ul>

### Proposed Future Model

1.17 As indicated in the Table 2, as InvestSK Limited has refocused (particularly over the last 19 months), the administrative burden associated with operating a separate business is inconsistent to both the budget and a much tighter remit. Moreover, it takes the team (in particular the InvestSK Manager), away from delivering the intended activities and outputs required of the Council and the SKDC Corporate Plan.

1.18 It is apparent that the current operating model is unsustainable and failing to make best use of the skillsets within the business. Furthermore, the lack of formal arrangements with key departments in SKDC, can lead to difficult working arrangements. Therefore, the 'do nothing' option was discounted.

1.19 Identifying a preferred model of operation is necessary, as illustrated in Table 3 below:

**TABLE 3: MODELS OF OPERATION**

Retain InvestSK Limited as an arm's length, wholly owned company of SKDC. To deliver this:	Dissolve InvestSK Limited as a Company and transfer all existing activity and staff into SKDC. To deliver this:
<ul style="list-style-type: none"> <li>• Increase the level of administrative support within the core team</li> <li>• Implement Service Level Agreements with key departments within SKDC (finance, HR, IT and Marketing and Communications)</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer all existing functions of InvestSK Limited into the SKDC Growth and Culture Directorate</li> <li>• Commence a Transfer of Undertakings (Protection of Employment) regulations (TUPE) consultation process with all incumbent staff. To include identification</li> </ul>

<ul style="list-style-type: none"> <li>• Produce a clear Business Plan for the company going forward to be reported to the relevant Committees and OSC's</li> <li>• Agree reporting requirements with relevant Committee and OSC's</li> <li>• Implement robust communication protocols between InvestSK Limited and elected members</li> <li>• Provide assurances to existing staff around longevity of company, the plan, and expectations of SKDC</li> <li>• 'Soft' relaunch of the company and its defined remit going forward</li> </ul>	<ul style="list-style-type: none"> <li>• of all liabilities associated with staff transfer / redundancy</li> <li>• Recognise the positives of InvestSK Limited and retain where necessary, most notably the strength of the brand within the business community</li> <li>• A clear communication Plan to SKDC staff and all elected members around the benefits of bringing 'in-house'</li> <li>• Proactive management of member engagement to provide clarity on what is happening and why</li> <li>• Inform Companies House, HM Revenue &amp; Customs etc, that the company is dissolved</li> <li>• Personnel and senior-level representation to advise staff on the reasons for the decision and the positives of being employed by SKDC</li> <li>Determine appropriate use of company reserves (£80k)</li> </ul>
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## 2 Consultation and Feedback Received, Including Overview and Scrutiny

2.1 Widespread internal consultation has taken place in the preparation of this report.

2.2 The Stakeholder Matrix table below illustrates the consultation undertaken.

Stakeholders	Interest	Action
Cabinet Member	All stages	Consulted at each stage
Cabinet	Key stages	Kept updated on progress
Corporate Management Team	Key stages	Kept updated on progress
Project Sponsor (Director)	All stages and securing Cabinet Members agreement	Received regular updates on progress and key stage updates at Corporate Management Team

2.3 The main internal and external consultation will take place in relation to finalising the service offer moving forward. The provision of economic development services has a fundamental role to play in the delivery of multiple Corporate Plan objectives. In addition, work has commenced on creating a new Local Economic Forum which will create the opportunity for engagement with key stakeholders regarding South Kesteven's approach to strategy and delivery regarding job protection and creation, town centre development and inward investment activity.

2.4 Officers have well-established relationships with the Greater Lincolnshire Local Enterprise Partnership (GL LEP) and the other national public bodies. Their input will be key in shaping future service delivery.

2.5 South Kesteven's Economic Development Strategy (2016-2021) has recently expired. A new strategy is at the early stages of development, this will be extensively consulted on and will be subject to Cabinet approval.

2.6 At the Council's Companies Committee meeting of 25 January 2022, unanimous support was given for the recommendations contained within this report.

### **3 Available Options Considered**

3.1 In terms of the delivery model for 2022 onwards, based on the evaluation work undertaken, three options were considered:

- Option 1: Retain the existing InvestSK model i.e. no change
- Option 2: Bring InvestSK Limited in-house
- Option 3: Stop delivering

### **4 Preferred Option**

4.1 Whilst all three choices detailed under Section 3 are viable, the preferred route for a future delivery model is Option 2 – insource InvestSK Limited and Transfer of Undertaking (Protection of Employment) (TUPE) of staff to South Kesteven District Council. Some of the advantages of insourcing are:

- The role and responsibility will embed alongside Planning, Planning Policy, Leisure and Cultural Services, under the leadership of the Director of Growth and Culture.
- Terms and Conditions for staff will improve which should aid morale and retention.
- Potential to explore closer working with other Council teams, as well as for partnerships with neighbouring local authorities to deliver efficiencies.

### **5 Reasons for the Recommendations**

5.1 Insourcing the service will provide the greatest opportunity to improve outcomes, whilst delivering future efficiencies.

5.2 Insourcing provides the opportunity for staff to move to the same Terms and Conditions as SKDC employed staff and the ability to choose to benefit from the Local Government Pensions Scheme.

### **6 Next Steps – Communication and Implementation of the Decision**

6.1 Subject to Cabinet agreeing with the recommendations, officers to begin working towards the implementation of actions to be undertaken.

### **7 Financial Implications**

7.1 The report confirms the funding levels that have been provided to InvestSK Limited since its inception in October 2017. The Budget Joint Overview and Scrutiny Committee that has been presented on 12 January 2022 and Cabinet on 13 January 2022, proposes funding levels for InvestSK Limited for 2022/23 financial year.

7.2 Should the company be dissolved, and the staff and function be transferred to the Council, there will be a financial implication. The staff will be entitled to the Local Government pension scheme which attracts higher employer contribution rates than InvestSK Limited. Based on the current staffing levels, this would be an additional £30k per annum to the annual funding of £370k.

7.3 To mitigate the increase in costs, it is proposed that the InvestSK Limited reserve is used in the first instance to offset the cost increase. The reserve balance is forecast at £80k and therefore the Council will need to fully utilise the reserve to offset the increase in the costs should the transfer of staff be approved.

**Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance and S151 Officer**

## **8 Legal and Governance Implications**

8.1 The process will involve InvestSK Limited applying to the registrar to be struck off the register and dissolved. Within seven days of sending the application to the registrar, the directors who make the application will send copies of the relevant paperwork as confirmed on the Gov.uk website. <https://www.gov.uk/government/publications/company-strike-off-dissolution-and-restoration/strike-off-dissolution-and-restoration>

8.2 As the only shareholder and owner of the company, it is for the Council to decide on the dissolution of the company. The recommendation from Companies Committee to Cabinet to make this decision is in accordance with the requirements of article 17 of the constitution.

Legal Implications reviewed by: Alan Robinson, Monitoring Officer

## **9 Equality and Safeguarding Implications**

9.1 An Equalities Impact Assessment (EIA) was completed on 21 December 2021 and approved by the Deputy Chief Executive on 22 December 2021 (shown in **Appendix Two – Exempt Information**)

9.2 The report's recommendations are not anticipated to effect any significant detrimental change impacting on protected characteristics, whilst transferring the function to the Council enables closer working with local stakeholders and national public bodies.

9.3 The EIA was scrutinised by the InvestSK Board on 4 January 2022. No concerns were raised, and the Board approved the report for submission to Companies Committee.

## **10 Risk and Mitigation**

10.1 The main risks that will impede on the successful delivery of the recommendations within this report are:

Item	Risk	Likelihood	Impact	Score	Control Measures
1	Decline in service standards after transfer	2	2	4 (Low) Green	Experience of insourcing is that staff morale and performance improve. Most operational staff will be eligible to TUPE.
2	Ability of the Council's support services to cope with the	3	4	11 (Medium) Amber	The financial modelling allows for a dedicated HR officer. The impact will be assessed in detail as part of the transition.

	additional staff levels					
3	COVID-19	2	2	4 (Low) Green	InvestSK Limited and the Council are well-versed in dealing with COVID-19 restrictions. The transition plan will include contingency planning for managing various scenarios.	

**Key:**

<b>Likelihood</b>	Very Likely	4	Likely	3	Unlikely	2	Very unlikely	1
<b>Impact</b>	Major	8	Serious	4	Significant	2	Minor	1

## **11 Community Safety Implications**

11.1 The provision of economic development services has a key role to play in terms of the Council's approach to guiding economic activity in South Kesteven.

11.2 South Kesteven's refreshed Economic Development Strategy will explore ways in which economic activity provision can strengthen opportunities and this will translate into recommendations for the proposed in-house delivery team. In addition, the proposed new Local Economic Forum will develop closer working links with officers involved with community safety issues and community providers. This will help identify further ways in which service delivery can contribute to improved community safety.

## **12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?**

12.1 Reaching the Council's political ambition to reduce the Council's carbon footprint by at by 2030 and to endeavour to be net-zero carbon by as soon as viable before 2050, will require coordinated action and investment across: employers, the skills system, local and national Government, and its agencies.

12.2 Should approval be granted to bringing InvestSK in-house, in collaboration with others, there are six priority skills-related areas which it is believed will need actioning:

- Supporting a 'green' labour market recovery from COVID-19
- Building better understanding and evidence of future skills needs to support South Kesteven's transition to net zero
- Developing the future workforce for the transition to net zero
- Driving awareness and action to support reskilling and upskilling for the transition to net zero
- Ensuring fairness and inclusion in the skills system as part of the transition to net zero
- Taking a collaborative approach to ensure a skills system responsive to changing demands.

## **13 Other Implications (where significant)**

13.1 Insourcing InvestSK Limited will increase the Council's staffing levels and will nominally impact on human resources. It is anticipated that staff will be accommodated within the existing St Peter's Hill office. There will be close liaison with union representatives throughout the process.

## **14 Background Papers**

14.1 *Future ways of Working for InvestSK Ltd*, Report to Companies Committee, published on 25 January 2022, available online via:

<http://moderngov.southkesteven.gov.uk/documents/s32240/Future%20Ways%20of%20Working%20for%20InvestSK%20Ltd.pdf>

14.2 *InvestSK Limited Annual Report and Financial Statements for the Year ended 31 March 2021*, published on 21 December 2021 and available online via ([here](#)).

14.3 *Budget Proposals for 2021/22 and indicative budgets for 2022/23 and 2023/24*, Report to Joint Budget Overview and Scrutiny Committee, published on 13 January 2021, available online via:

<http://moderngov.southkesteven.gov.uk/documents/s28825/Joint%20Budget%20OSC%20Budget%20Report%20Jan%202021.pdf>

14.4 *South Kesteven Economic Development Strategy 2016-2021*, available online via: <http://www.southkesteven.gov.uk/CHandler.ashx?id=16981&p=0>

14.5 *InvestSK (iSK002)*, Report to Cabinet, published on 10 May 2018, available online via: <http://moderngov.southkesteven.gov.uk/ieDecisionDetails.aspx?AllId=21057>

## **15 Appendices**

15.1 Exempt Appendix One - Current staffing structure at InvestSK Limited

15.2 Exempt Appendix Two - Equality Impact - Initial Analysis InvestSK Limited

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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